

CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



October 22, 2015

Ms. Debbie Seehafer
706 River Bluff Drive
Manitowoc, WI 54220

Dear Ms. Seehafer:

RE: Tennis Tournaments at Lincoln Park:
July 15 – 17, 2016
August 12 – 14, 2016
August 20 – 22, 2016

Your special events applications to hold tennis tournaments at Lincoln Park on the dates above, were approved by the Special Events Committee on October 19, 2015.

For 2015 only, as part of the Mayor's budget, all fees for special events were waived. The 2016 budget has not been set. Non-waivable fees will be charged as set by policy.

At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to dneuser@manitowoc.org. Special Events Insurance Requirements are also enclosed.

Please contact the Recreation Department at 686-3060 with regard to the rental of the tennis courts and payment of the fee.

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

cc: Chief of Police Tony Dick
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/19/2015

EVENT NAME: WOMT/WQTC USTA Jr Tennis Tournament

ORGANIZER: Debbie Seehafer

EVENT DATE: Jul. 15-17, 2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Tennis tournament at Lincoln Park - use of courts, concession stand & equipment

ESTIMATED CITY COSTS:

STREETS	0
PARKS	628
RECREATION	350
FIRE	0
POLICE	0
TOTAL	978

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

[Handwritten signatures]
NWR

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

RECEIVED
OCT 8 2016

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: WOMT/WQTC USTA JR TOURNAMENT
2. Date of Event: _____ If multiple days, Start Date: JULY 15 End Date: JULY 17 2016
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 7 AM/PM Actual Start Time: 9 AM/PM Finish Time: 8 AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
DEBBIE SEEHAFFER
Name of organization responsible for event
Telephone # PRIOR TO event (920), 684 0806
Name (first, middle, and last) of event organizer
Telephone # DURING event (920), 629 1375
Contact name DURING event (if different)
706 RIVER BLUFF DR
Street Address
MANITOWOC, WI 54220
City, State, Zip
E-mail address DSEEHAFFER@COMCAST.NET
of event organizer

Is the sponsoring organization a 501(c)(3) organization? Yes No

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

UNITED STATES TENNIS ASSOCIATION JUNIOR TOURNAMENT.
NEED 8 TENNIS COURTS AND CONCESSION AREA AT LINCOLN PARK

Will the event be held in a Manitowoc park or utilize any park facilities? Yes - Which park? LINCOLN PARK No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

AND CONCESSION AREA

Have you reserved the park &/or park facilities? Yes No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? Yes No If yes, which street(s): _____

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? Yes No



6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? Yes No

If yes, where on the trail will the event begin: _____
Where on the trail will the event end: _____

When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. **The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.**

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____ Date: _____

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? 75

How many vendors will be at your event? 0

How many vehicles? JUST PLAYERS PARKING IN PARKING LOT

Do you require any special parking restrictions? Yes No If yes, what type, when, and where: _____

Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

Will food be prepared and/or served at the event? Yes No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? Yes No

Will a loudspeaker or similar electric sound amplification system be used outdoors? Yes No

If yes, what hours: _____

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No

If yes, please describe: _____

JUST MAKE SURE ALL TENNIS LIGHTS ARE WORKING

Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? Clean-up Street-sweeping

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? Yes No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? Yes No If yes, please indicate what types of animals, how many are expected, and where they will be located. _____

What toilet facilities will be made available to your participants? Indoor Outdoor

Please describe the toilet facilities that will be provided, including their locations and the number of units:

INDOOR NEAR CONCESSION AREA

Will alcoholic beverages be served/sold? Yes No If yes, a "Special Class B" license will allow sale/service of beer and/or wine. Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. Stake Permit: **There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground.** The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up. Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy Yes No
 Fence Yes No
 Sign Yes No
 Bounce house Yes No If electric, where will item be plugged in? _____
 Other _____ Yes No If electric, where will item be plugged in? _____

If yes for any, give a detailed explanation under #5.

10. Safety and Security for Your Event:

Do you have the correct level of insurance for your specific event? Yes No
 Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? Yes No If yes, please describe:

 Name of Security Coordinator

() _____
 Phone # before event

() _____
 Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event? Yes No
 The City reserves the right to require a detailed written public safety plan.

11. Fees & Reimbursement: Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment. **Stake Permit Fees, License Fees and Delivery Fees will not be waived.**

Is a waiver of some or all fees requested? Yes No

If yes, please explain what fees you desire waived or reduced and the reason(s):

JUST COURT FEES AND CONCESSION AREA
 WAIVER FEES FORM FILLED OUT

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

Yes No

If yes, explain and list specific charges

JUST ENTRY FEES WHICH IS COLLECTED BEFORE
 EVENT

What are your estimated revenues and what will the revenues be used for? =

USTA FEES, SANCTION FEE, TENNIS BALLS, TROPHIES, T-SHIRTS, USTA OFFICIAL
 YMLA BUILDING ON SITE BACK UP PERSON, MARKETING

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

INCOME - AVG. \$2100

EXPENSES - \$2423

In the case of a premise with a current alcohol license, do you need an extension of your premise? Yes No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? Yes No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*		Cost/Day	=	Total	
Barricades						=		
2'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
3'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
8'	_____	X	_____	X	\$4.00	=	_____	
Rail type-long	_____	X	_____	X	\$2.00	=	_____	
Rail type-short	_____	X	_____	X	\$2.00	=	_____	
Channelizer Drums	_____	X	_____	X	\$3.00	=	_____	
Cones						=		
18"	_____	X	_____	X	\$1.50	=	_____	
28"	_____	X	_____	X	\$1.50	=	_____	
Safety vests	_____	X	_____	X	No charge	=	No Charge	
Snow fence						=		
Rolls	_____	X	_____	X	\$4.00	=	_____	
Posts	_____	X	_____	X	No Charge	=	No Charge	
Post driver/pounder	_____	X	_____	X	No Charge	=	No Charge	
Traffic signs	_____	X	_____	X	\$2.00	=	_____	Description _____
	_____	X	_____	X	\$2.00	=	_____	Description _____
	_____	X	_____	X	\$2.00	=	_____	Description _____
Traffic signs (Portable)	_____	X	_____	X	\$3.00	=	_____	Description _____
	_____	X	_____	X	\$3.00	=	_____	Description _____
	_____	X	_____	X	\$3.00	=	_____	Description _____
Other (list items and amounts)						=		

Parks Division Equipment (686-3580): *Do NOT count any picnic tables, garbage cans, etc. already located at the park.*

Banquet tables, 8'	_____	X	_____	X	\$5.00	=	_____	
Park benches	_____	X	_____	X	\$7.00	=	_____	
Picnic tables	_____	X	_____	X	\$7.00	=	_____	
Risers, platform	_____	X	_____	X	\$15.00	=	_____	Description _____
Security stanchions	_____	X	_____	X	\$ 5.00	=	_____	
Tent, 10'x10'	_____	X	_____	X	\$30.00	=	_____	
Tent, 10'x20'	_____	X	_____	X	\$35.00	=	_____	
Ticket booths, outdoor	_____	X	_____	X	\$15.00	=	_____	
Trash cans	_____	X	_____	X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***	_____	X	_____	X	\$240.00	=	_____	
Other (list items and amounts):						=		

TOTAL RENTAL CHARGES _____

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

12. Legal Notice

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 6/23/65

Signature of Applicant: N. Schaefer

Date: 10/5/15

2016 WOMT/WQTC USTA JR TOURNAMENT

2016 A/N 2091

MANITOWOC PARKS & RECREATION DEPARTMENTS
EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

EQUIPMENT REQUESTED (Be Specific)

SB Diamonds _____

Garbage Cans 10

BB Diamonds _____

Picnic Tables 4

Soccer Field _____

Benches 10

Tennis Courts - How Many? 8

Other NEED AT LEAST ONE BENCH ON

Pool _____

EXH COURT

Staging _____

AREA REQUESTED 10 TENNIS COURTS AND CONCESSION AREA

Number of People 85

DATE DESIRED FRIDAY JULY 15 - JULY 17

TIME REQUESTED 9AM-8PM

Be Specific

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? USTA JR TENNIS TOURNAMENT

PERSON WHO WILL BE RESPONSIBLE DEBBIE SEEHAFFER TELEPHONE 6084-0806 H

629-1375 C

PERSON MAKING REQUEST DEBBIE SEEHAFFER

TELEPHONE 6084-0806
629-1375

ADDRESS 706 RIVER BLUFF DRIVE

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME DEBBIE SEEHAFFER

ADDRESS 706 RIVER BLUFF DRIVE

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____

SIGNED [Signature]
(Person Responsible)

APPROVED _____

DATE 10/5/15

Parks or Recreation Manager

DATE _____

ATTENDENT(S) _____

START TIME: _____

**MANITOWOC PARKS DEPARTMENT
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Parks & Recreation Committee and the group or organization will be notified within 15 days of submitted request.

A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.

ALL QUESTIONS MUST BE ANSWERED

1. Name of club/organization making request DEBBIE SEEHAFFER
Address 7012 RIVER BLUFF DRIVE Telephone 684-0906
MANITOWOC, WI

2. Names of club officers: Name Address Telephone
President _____
Secretary _____
Treasurer _____

3. Facility requested: LP TENNIS COURTS & CONCESSION AREA

Equipment requested: _____

4. Specific dates and hours facility/equipment will be used: Date JULY 15-17 Hrs. 9AM-8PM
2016

5. Please explain your request, as to what fees you desire waived or reduced and reasons. COURT FEES
AND CONCESSION AREA - SEE ATTACHED

6. Which do you consider your group to be?
USTA JR TENNIS TOURNAMENT

A. Community service _____ B. Non-profit _____ C. Private business _____
D. Club or organization _____ (E) Other, please explain I AM SOMEONE WHO RUNS

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event? TOURNAMENTS
Yes _____ No X

8. If #7 is "yes," explain and list specific charges ONLY ENTRY FEES ARE COLLECTED

9. What will revenues be used for? USTA FEES REFEREE, TROPHIES, T-SHIRTS
Y BACK UP SITE ON CALL PERSON

10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes _____ No X
If "yes," please provide the following information of individual to contact:

Name _____ Address _____ Telephone _____

Signed D. Seehafter Date 10/5/15

Please attach any additional information which you feel will assist the committee in evaluating your request.

When completed, this form is to be returned to the Manitowoc Parks Department, 2655 S. 35th St., Manitowoc . WI 54220.

Committee Action: Approved _____ Denied _____ Date _____

My name is Debbie Seehafer and I am originally from Manitowoc, but lived in Orlando, Florida for 18 years. I ran and directed USTA (United States Tennis Association) tennis tournaments for Orange County and averaged three per month for a total of 36 per year. After moving back to Manitowoc in 2006, I noticed a need for USTA tournaments in the area. So after months of research, I was able to get sanctioned tournaments in Manitowoc County beginning the year of 2007. Currently, no revenue is made because of the expenses. Since there is no "official" tennis club in Manitowoc, I am working on my own with these tournaments. I don't have a large tennis facility that I can fall back on with regards to expenses. Usually a tennis facility that holds tennis tournaments are able to provide the money for the tournament expenses. My goal is for the tournaments to grow to possibly over 100 entrants at which time a profit could be made. But until that time, I am basically losing money on these tournaments, but do so for the love of the game. Below is a list of expenses and money coming in from these tournaments. Since every tournament does not have the same dollar amount in expenses and income, this list is an average.

Expenses

\$350 Court fees (this is what I would like waived)

\$53 USTA sanctioning fee

\$200 USTA player fees (\$4.00 per player goes back to the USTA...this number is based on 50 entrants)

\$480 Trophies

\$150 Player t-shirts

\$400 USTA official

\$120 YMCA building supervision on call person (in case we need to use the Y because of rain)

\$390 Tennis balls

\$200 Water, postage, marketing products

Average cost per junior USTA tournament=\$2423.00

Income

\$2100 (this was based on average of 50 entrants at \$42 per entry)

So, basically a loss of \$423.00 per junior tournament

October 5, 2015

To Members of the Common Council,

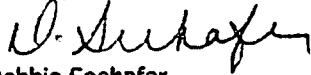
In 2016, The Brutal Wear Open Tennis Tournament will be celebrating its 15th year as a prize money USTA (United States Tennis Association) tournament here in Manitowoc. This tournament brings in players from all over the state, country, and also the world. In the past we've had players from Croatia, New Zealand, Brazil, and Paraguay just to name a few. Many of the entrants have world class rankings. Not only does the tournament bring in players from all over, but it continues to be the **only** prize money tournament in Wisconsin. I am requesting the Lincoln Park tennis courts for the dates of August 12-14, 2016.

The USTA Junior Brutal Wear Tennis Tournament will be in its 9th year in 2016. This junior tournament continues to grow, and along with the WOMT/WQTC junior tournament, has been rated by the USTA as one of the best run junior tournaments in Wisconsin. I am requesting the Lincoln Park tennis courts for the dates of August 20-22, 2016.

The WOMT/WQTC USTA junior tournament will be in its 7th year in 2016. I am requesting the Lincoln Park tennis courts for the dates of July 15-17, 2016.

All insurance information should be on record from past tournament requests.

Thank you,



Debbie Seehafer

Founder/Tournament Director for the following:
The WOMT/WQTC Junior Summer Tournament
The Junior Brutal Wear Challenger

Co/Chair and Tournament Director for:
The Brutal Wear Open Tennis Tournament