



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



May 24, 2018

Theresa Falvey
1121 Viebahn St. Apt. 2
Manitowoc, WI 54220

Dear Ms. Falvey:

RE: *Yoga at Washington Park – August 4, 2018*

Your request to use Washington Park and Metrostage on August 4, 2014, was acted upon by the Special Events Committee at the meeting of Monday, March 21, 2018.

At said meeting the Committee unanimously granted your request. Please contact the Parks Office at 920-686-3580 to arrange payment for use of park facilities.

Please refer to the enclosed outlined conditions for a Special Event permit. Your certificate of insurance is on file.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
Karen Dorow, Business Manager

Sandy Ronski

From: Stacey Groll
Sent: Thursday, February 22, 2018 1:53 PM
To: Sue Reilly; Sandy Ronski; Karen Dorow
Subject: FW: Online Form Submittal: Special Events Application Form

Uh oh...I can't be certain where she found this link, but there was a Special Events application form submitted using the form I had created awhile back. Since seeing this, I've unpublished that form.

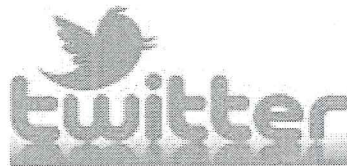
Stacey L. Groll

Assistant to Mayor Justin Nickels

City Hall | 900 Quay Street | Manitowoc, WI 54220
920.686.6980 | sgroll@manitowoc.org
www.manitowoc.org

"Be mindful. Be grateful. Be positive. Be true. Be kind." – Roy T. Bennett

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From: noreply@civicplus.com [mailto:noreply@civicplus.com]
Sent: Thursday, February 22, 2018 1:46 PM
To: Stacey Groll
Subject: Online Form Submittal: Special Events Application Form

Special Events Application Form

1. Name/Description of Event: 4th Annual Yoga @ Washington Park

2. Date of Event: 8/4/2018

If multiple days, Start Date: *Field not completed.*

End Date: *Field not completed.*

Include dates and times needed for setup and take down / clean-up.

3. Time event will begin setup: 7:30 AM

Actual Start Time: 9:00 AM

Finish Time: 1:00 PM

4. Name of Organization responsible for event: State of Grace

Name (first, middle, and last) of event organizer: Theresa Marie Falvey

Phone Number PRIOR to Event: 303)941-7981

Contact name DURING event (if different): *Field not completed.*

Phone Number DURING Event: 303)941-7981

Street Address 1121 Viebahn Street, Apt.2

City, State, Zip Code Manitowoc, WI 54220

Email address of Event Organizer: stateofgrace@myabmp.com

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

(Section Break)

5. Location of the Event: Washington Park, I will need space from the bandshell all the way towards the sidewalk moving towards Washington Street. 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 by clicking on the link to the 4th Annual Yoga @ Washington Park 90 min. Of all levels guided yoga by Founder, Certified Yoga Instructor Theresa Falvey. 10% of all proceeds go to a Non-Profit back to Manitowoc. The intention for this event is for you to allow for some enjoyment bring outdoors, being with community, sharing in health and wellness of course to let go and have some fun!

right.

Upload Map or Diagram *Field not completed.*

Will the event be held in a Manitowoc park or utilize any park facilities? Yes

If yes, which park? Washington Park

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

Have you reserved the park and/or park facilities? Yes

If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? No

If yes, which street(s): *Field not completed.*

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? No

(Section Break)

6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? No

If yes, where on the trail will the event begin? *Field not completed.*

Where on the trail will the event end? |

Mariners Trail

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 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, 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 *Field not completed.*
ONLY:

FOR OFFICE USE *Field not completed.*
ONLY:

(Section Break)

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? ~~20-40+~~ 50

How many vendors will be at your event? 20-30

How many vehicles? ?

Do you require any special parking restrictions? No

If yes, what type, when, and where: *Field not completed.*

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? No

If yes, 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

Will a loudspeaker or similar electric sound amplification system be used outdoors? Yes

If yes, what hours: 9:00am-12:30pm

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes

If yes, please describe: I just need the key per usual to turn the electric on/to get to the electrical box for the stage.

Contact the Parks Division at (920) 686-3580 with questions.

Will clean-up or street sweeping services be required? No

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

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

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

Will animals be present at the event? No

If yes, please indicate what types of animals, how many are expected, and where they will be located: *Field not completed.*

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

Please describe the toilet facilities that will be provided, including their locations and the number of units: Just needing the toilets on premises.

Will alcoholic beverages be served/sold? 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.

In the case of a premise with a current alcohol license, do you need an extension of your premise? No

If yes, give a detailed description under the "Location of Event" section above (#5).

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

(Section Break)

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/pick-up 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 (920) 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: None needed

Please indicate the total number of items requested: Field not completed.

Formula to determine your cost: Number Needed x Number of Days x Cost per Day = Total

Streets and Sanitation Division Equipment (920) 686-3580:

Barricades

2' Field not completed.

2' Field not completed.

Cost per Day

\$3.00

Total *Field not completed.*

3' *Field not completed.*

3' *Field not completed.*

Cost per Day
\$3.00

Total *Field not completed.*

8' *Field not completed.*

8' *Field not completed.*

Cost per Day
\$4.00

Total *Field not completed.*

Rail type - long *Field not completed.*

Rail type - long *Field not completed.*

Cost per Day
\$2.00

Total *Field not completed.*

Rail type - short *Field not completed.*

Rail type - short *Field not completed.*

Cost per Day
\$2.00

Total *Field not completed.*

Channelizer Drums *Field not completed.*

Channelizer Drums *Field not completed.*

Cost per Day
\$3.00

Total *Field not completed.*

Cones

18" *Field not completed.*

18" *Field not completed.*

Cost per Day
\$1.50

Total *Field not completed.*

28" *Field not completed.*

28" *Field not completed.*

Cost per Day
\$1.50

Total *Field not completed.*

Safety Vests *Field not completed.*

Safety Vests *Field not completed.*

Cost per Day
No Charge

Total
No Charge

Snow Fence

Rolls *Field not completed.*

Rolls *Field not completed.*

Cost per Day
\$4.00

Total *Field not completed.*

Posts *Field not completed.*

Posts *Field not completed.*

Cost per Day
No Charge

Total
No Charge

Post driver/pounder *Field not completed.*

Post driver/pounder *Field not completed.*

Cost per Day
No Charge

Total
No Charge

Traffic Signs *Field not completed.*

Traffic Signs *Field not completed.*

Cost per Day
\$2.00

Total *Field not completed.*

Description *Field not completed.*

Traffic Signs *Field not completed.*

Traffic Signs *Field not completed.*

Cost per Day
\$2.00

Total *Field not completed.*

Description *Field not completed.*

Traffic Signs *Field not completed.*

Traffic Signs *Field not completed.*

Cost per Day
\$2.00

Total *Field not completed.*

Description *Field not completed.*

Traffic Signs (Portable) *Field not completed.*

Traffic Signs (Portable) *Field not completed.*

Cost per Day
\$3.00

Total *Field not completed.*

Description *Field not completed.*

Traffic Signs (Portable) *Field not completed.*

Traffic Signs (Portable) *Field not completed.*

Cost per Day
\$3.00

Total *Field not completed.*

Description *Field not completed.*

Traffic Signs (Portable) *Field not completed.*

Traffic Signs (Portable) *Field not completed.*

Cost per Day
\$3.00

Total *Field not completed.*

Description *Field not completed.*

Other Items: *Field not completed.*

(Section Break)

Parks Division Equipment (920) 686-3580:
Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet Tables, 8' *Field not completed.*

Banquet Tables, 8' *Field not completed.*

Cost per Day
\$5.00

Total *Field not completed.*

Park Benches *Field not completed.*

Park Benches *Field not completed.*

Cost per Day
\$7.00

Total *Field not completed.*

Picnic Tables *Field not completed.*

Picnic Tables *Field not completed.*

Cost per Day
\$7.00

Total *Field not completed.*

Risers, platform *Field not completed.*

Risers, platform *Field not completed.*

Cost per Day
\$15.00

Total *Field not completed.*

Description *Field not completed.*

Security Stanchions *Field not completed.*

Security Stanchions *Field not completed.*

Cost per Day
\$5.00

Total *Field not completed.*

Tent, 10' x 10' *Field not completed.*

Tent, 10' x 10' *Field not completed.*

Cost per Day
\$30.00

Total *Field not completed.*

Tent, 10' x 20' *Field not completed.*

Tent, 10' x 20' *Field not completed.*

Cost per Day
\$35.00

Total *Field not completed.*

Ticket booths, outdoor *Field not completed.*

Ticket booths, outdoor *Field not completed.*

Cost per Day
\$15.00

Total *Field not completed.*

Trash Cans *Field not completed.*

Trash Cans *Field not completed.*

Cost per Day
No Charge

Total
No Charge

Wenger portable bandwagon, 35x8' *Field not completed.*

Wenger portable bandwagon, 35x8' *Field not completed.*

Cost per Day
\$240.00

Total *Field not completed.*

**** 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.**

Other Items *Field not completed.*

TOTAL RENTAL CHARGES *Field not completed.*

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

If you are requesting delivery/pick-up by City Personnel, the following non-waivable delivery fees will apply:

Total Cost of Items Rented:

\$0.00 - \$100.00
\$50.00 Delivery Fee

\$100.01 - \$250.00
\$75.00 Delivery Fee

\$250.01 - \$500.00
\$125.00 Delivery Fee

\$500.01 - \$1,000.00
\$250.00 Delivery Fee

\$1,000.01 - and above
\$350.00 Delivery Fee

Delivery Fees will be adjusted based on actual items rented.

(Section Break)

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 on the event grounds?

Tent or Canopy	Yes No
Fence	No
Sign	Yes
Bounce House	No
If bounce house is electric, where will it be plugged in?	<i>Field not completed.</i>

Other: *Field not completed.*

If item is electric, where will it be plugged in? *Field not completed.*

If you answered YES to any of the above questions, please give a detailed explanation under Location of Event (#5).

(Section Break)

10. Safety and Security for your Event:

Do you have the correct level of insurance for your specific event? Yes

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? No

If yes, please describe: *Field not completed.*

Name of Security Coordinator: *Field not completed.*

Phone Number (Before Event): *Field not completed.*

Phone Number (Day of Event): *Field not completed.*

Do you have a plan in place to deal with medical emergencies that may occur during your event? Yes

The City reserves the right to require a detailed written public safety plan.

(Section Break)

11. Fees and Reimbursement:

Unless waived by the Special Events 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? No

If yes, please explain what fees you desire waived or reduced and the reason(s): *Field not completed.*

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

If yes, explain and list specific charges: \$20

What are your estimated revenues and what will the revenues be used for? 10% of all the proceeds go back into the community to a non-profit to yet be determined. And the rest go back into my business which pays for this event every year.

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserve3s the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

(Section Break)

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: 8/19/1981

Signature of Applicant: Theresa M. Falvey

Date: 2/22/2018

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