

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/8/2017

EVENT NAME: Manitowoc Salmon Derby

ORGANIZER: Northeast WI Great Lakes Sport Fisherman - Frederic Schnell

EVENT DATE: Jun 30-Jul 4, 2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: 2 tents; fenced in area for salmon derby by northern marina lot; bands; food & beverage sales; prizes; use of picnic tables & garbage cans

## ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	700
RECREATION	
STREETS	0
TOTAL	700

## ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	50
DELIVERY CHARGES	250
(if delivery requested)	
TOTAL E.H. CHARGES	300
GRAND TOTAL	1000

## COMMITTEE CONCERNS:

COMMITTEE DECISION: *approve event and refer to Council for noise and FMB*

APPROVE

DENY

*Handwritten signatures and initials under APPROVE column.*

## COUNCIL ACTION REQUIRED:

Waiver of noise ordinance until 11:30 p.m.; extension of fermented beverage sales on City property until 11:30 p.m. on Friday & Saturday

## ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for contacting Digger's Hotline at least 3 business days in advance of event setup.

RECEIVED

APR 20 2017

City of Manitowoc

## SPECIAL EVENTS APPLICATION FORM

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CITY CLERKS OFFICE

OPERATIONS DIVISION

**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: Manitowoc Salmon Derby
2. Date of Event: 1/1 If multiple days, Start Date: 6/30/17 End Date: 7/4/17  
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 4-6-30 AM/PM Actual Start Time: 8:00 AM/PM Finish Time: 11:30 AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:

Northeast Wisconsin Great Lakes Sport Fisherman  
Name of organization responsible for event

Fredoree M Schnell  
Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event (920) 901-6000

Telephone # DURING event (920) 901-6000

Contact name DURING event (if different)

4327 Madison Rd  
Street Address

Manitowoc WI 54220 9705  
City, State, Zip

E-mail address fschnell@lsul.net  
of event organizer

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

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](http://www.manitowoc.org).

We have 2 tents and a fence around the area. 425 Maritime Dr. Northern lot.  
The event is held on Manitowoc Marine parking lots. We hold a fishing derby  
to promote great lakes sport fishing. We have bands Fri, Sat, & Tuesday  
and food Fri, Sat, Sun, and Tues. We are closed all day July 3  
and promote 4th on the Shore on Tuesday July 4. We give prizes  
to the largest and random fish. We support our sport & fishing with prizes.

Will the event be held in a Manitowoc park or utilize any park facilities? ☐ Yes Which park? ☒ No

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

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? 300 - 500 per day

How many vendors will be at your event? 2

How many vehicles? Fishermen expectation cars & trailers

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: \_\_\_\_\_

*Contact the Parks Division at 686-3580 with questions.*

Will any of the following services be required? ☐ Clean-up ☐ Street-sweeping None  
*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: B & M Waste  
will be providing 9 units & wash station

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.*

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

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.

Please indicate where and when the items should be delivered:

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Manitowish Marina north-east parking lot - Afternoon of  
June 29TH Pick-up after Derby on July 5TH

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
		X		X	\$3.00	=	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.

Parks Division Equipment (1980-1989)									
Banquet tables, 8'		X		X	\$5.00	=			
Park benches		X		X	\$7.00	=			
Picnic tables	20	X	5	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	15	X	5	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.*

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: \_\_\_\_\_

Tom Nowak  
Name of Security Coordinator

(920) 901-2261  
Phone # before event

(920) 901-2261  
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): \_\_\_\_\_

See Attachments

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 We sell derby tickets before the event & food & beverages during the event

What are your estimated revenues and what will the revenues be used for? To promote Great Lake Sport Fishing and ocr. rearing pond. profits can vary from 1-10,000 depending on weather - 4000 in 2016 Gross receipts 2016 39,600

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.

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 7/22/48

Signature of Applicant: Fred Schmitt

Date: 4/19/2017

Mayor Justin Nickels and the City Counsel

Northeastern Wisconsin Great Lakes Sport Fishermen Inc. have been granted the use of the north parking lot area of the Manitowoc Marina by Rich Larson for our 43<sup>rd</sup> annual NEWGLSF Salmon Derby on June 30, July 1-2 and 4<sup>th</sup> on the Shore on July 4.

We would like an extension of the noise ordinance for Friday June 30 and Saturday July 1 until 11:30 PM. As in the past years we requested and received from the Parks Department picnic tables and garbage cans at no cost. Once again we are formally requesting the support from the City which has been offered in previous years. We would also like to request from the Recreation Board permission to sell fermented beverages until 11:30 PM in the north parking lot of the Manitowoc Marina. We hope favorable consideration will be given to this request.

## Recreation Board

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