15-198

NOTICE: This application must be on file in the City Clerk's Office a minimum of 30 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.

SPECIAL EVENTS APPLICATION FORM

	Name/Description of Event: St. Patrick's Day Parade - March 13, 2015
2.	Date of Event: 3 / 13 / 15 If multiple days, Start Date:/ End Date://
3.	Time Event will start to form: 230 fill MMPM Actual Start Time: 6 30 AM/PM Finish Time: 7 AM/PM
ļ.	Name and complete address of Organization/Individual organizing the Event:
	Name of organization, if applicable Telephone # (920) 333-4884
	Name (first, middle, and last) of individual organizing the Event Business #() Gif applicable)
	TO FRANKLINST Date of Birth Of organizing individual
	MANITOWOCI WI 54220 individual City, State, ZIP
	Is the sponsoring organization a 501(c)(3) organization? Yes No
5.	Email address of organizer:
	Str & WASH, PROCEED W. TO BANK IST WAT,
	Will the event be held in a Manitowoc park or utilize any park facilities? Yes Yo Which park?
	Have you reserved the park for this purpose? Yes You If no, please contact the Parks Department at (920) 686-3580.
	Does the event require streets to be closed? Yes No If yes, which street(s): 8 h W/ASH.
	MAPISON FUR PARADE LINE-4P
	Will the event be held indoors? Yes No If yes, what building? Building Name & Street Address
7.	Tell us about your Event:
	Will food be prepared and/or served at the event? Yes INO You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department. RECOMMENTAL SERVICES AND SERVIC
	Will you be having a band or amplified music? Yes No
	What is the estimated attendance at your event, including observers?
	How many vehicles? PARASE
	Do you require any special parking restrictions? The No If yes, what type, when, and where: PARADE RUMT

	Will any of the following services be required? Barricades Clean-up Street-sweeping For help defining your parking, clean-up, and barricade needs, please contact the Department of Public Works at (920) 686-6550.			
	Will a tent or any other temporary structures be erected? Yes No			
	Will any fireworks or pyrotechnic devices be used during the event? Yes W No AFTER PARADE Contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.			
	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:			
ı	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) 686-6930 to obtain a license.			
8.	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 to the City Clerk's Office at least 10 days before your event.			
	Designated contact person for the event:			
	Name of Day-of coordinator $(320) 333-4884$ Phone # before event $(320) 333-4884$ Phone # the day of the event			
	Is security needed for this event? Yes No			
	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			
9.	Fees & Reimbursement: The standard fees for equipment rental and licenses will apply. The City may also require reimbursement feetraordinary expenses for your event. To request a waiver of the extraordinary expenses, please submit a letter detailing your request			
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire colliquor licensing regulations. Fees for park facilities, liquor licenses, tent and fireworks permits, and other necessary licenser in addition to the fees submitted for the Special Events Application. I further understand that an incomplete approach 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.	
	Signature of Applicant: Aunthorn Sundy Date: 1/28/15			
CC	DMMITTEE RECOMMENDATION:DATE:			
CC	OMMON COUNCIL APPROVAL: DATE:			
DI	D COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No			

O:\wpdocs\WEBSITE\Special Events App Form (2).doc

RE: St. Patrick's Day Parade - 3-13-15

REVIEWING DEPARTMENT RECOMMENDATION

Department to complete the form and return to the City Clerk ASAP, but not later than 14 days. Your request was acted upon in accordance with the contents of this application with the following conditions

PARKS	
(683-4537)	
	NO
	N/A CHARGE CHARGE
LABOR	
EQUIPMENT	
MATERIALS	
Dept. Head or Designee Signature	Date/
POLICE	
(686-6500)	
	NO N/A CHARGE CHARGE
LABOR	
EQUIPMENT	
MATERIALS	
Dept. Head or Designee Signature	Date/
FIRE	
(686-6500)	
	NO
	N/A CHARGE CHARGE
LABOR	
EQUIPMENT	
MATERIALS	
Dept. Head or Designee Signature	Date/
DPW	
	NO N/A CHARGE CHARGE
LABOR	
EQUIPMENT	
MATERIALS	
Dept. Head or Designee Signature	Date/

January 21, 2015

To Mayor Justin Nickels and City Council,

The Irish Fellowship Club of Manitowoc County, request permission to hold the annual **St. Patrick's Day Parade Friday, March 13, 2015,** starting at **6:30 PM** at 8th and Washington St., proceeding north to Bank First National.

Fireworks will follow east of the 8th St. Bridge as in previous years.

Thank You for your consideration,

Karhi

Kathie Bundy, Parade Coordinator

701 Franklin St Manitowoc, WI 54220

RECEIVED

JAN 26 2015

CITY CLERKS OFFICE

Lors family