

*Park & Rec -
Public Infr -
Lic Permits & Insp -
3-3-14*

Special Events Request
Acoustic Fest, Inc

14-194

Wednesday, February 26, 2014

**CITY OF MANITOWOC
ATTN: JENNIFER HUDON
900 QUAY STREET
MANITOWOC, WI 54220**

Enclosed is our request for the use of Washington Park, the Metro Stage and the other items necessary for Acoustic Fest, Saturday, July 19th, 2014.

Acoustic Fest, Inc. is responsible for the soda and beer concessions and obtaining required permits, etc. Acoustic Fest, Inc. and our volunteers will handle the rest of the event and event insurance. Please let us know what permits are necessary. We would like to request a waiver of any rules prohibiting alcoholic beverage consumption in the park for that day.

Monies raised by the event will be dispersed in the form of our "Jim Krueger Memorial Music Scholarship".

We also request that South 12th Street, between Washington and Marshall streets, be closed to accommodate the food vendors.

We also request the use of tent, fencing, picnic tables and 10 tables as we have used in the past. We are planning on the normal electrical requirements that we had in the past.

We appreciate the cooperation of the park's department and all of the city's efforts. Without it, we would be unable to provide a great day of family entertainment at no cost to the community. If you have any questions or concerns, please give me a call. Thank you for your support.

Sincerely,

Pete Honzik

Cell Phone 242-1448

MANITOWOC PARK & RECREATION DEPARTMENT
METROSTAGE REQUEST FORM

Name of individual, firm or organization making request Acoustic Fest, Inc

If club or Organization, name of person responsible Pete Honzik

Address 838 N 5th St., Manitowoc, WI Telephone 684-8499

Purpose The Renter starts that he will use the premises rented hereunder for the following purpose and none other: (list organization if possible) Acoustic Fest Renter agrees to pay additional rental fee of \$300.00 in the event the premises are used for any purpose other than those stated in above.

Which do you consider your group to be?

- a. Community _____ b. Private Business _____ c. Club/Organization X
d. Other, Please explain non-profit

Rental Period: The Bandshell shall be rented to the Renter by the City on July 19, 2014 for the period from 7AM M/PM to 11PM M/PM. on such date. It is understood that the Renter's responsibility to clean & restore the premises including garbage pickup must be completed within this period.

POLICIES

Use of Facility

- 1) The use of the Bandshell is not allowed without prior approval of the Manitowoc park & Recreation Department.
- 2) Only officially approved vehicles are allowed within the park. A list of vehicles for entry into the park must accompany request for the use of the facility.
- 3) It is understood that any City of Manitowoc police officer and any other authorized city employee have the right to enter the rented premise at any time.
- 4) The City of Manitowoc it not responsible for any articles left, lost or stolen on the rented premises.
- 5) No admissions fee, donation, contribution or other chare shall be collected or be permitted to be collected by the renter unless prior approval has been secured in writing from the Recreation Board.

Responsibility of User

- 1) The user will furnish all personnel & equipment necessary to run event.
- 2) The user is responsible to notify participants, spectators, and staff associated with the event of department policies & regulations.
- 3) It is the responsibility of the organization using the facility to obtain all necessary permits or licenses required by City ordinance, resolution or state law. (alcohol, food, soda, etc.)
- 4) The user agrees to provide the city with a certificate of liability insurance in the amount of \$300,000.
- 5) No changes in the physical appearance of the area shall take place without prior approval of the Director of park and Recreation of Park Supervisor.
- 6) It shall be the responsibility of the renter to maintain the area including restrooms throughout the event and to restore all areas and facilities to the condition they were in prior to the event. The renter agrees to pay additional fees for damages or extra time required to clean and restore the facility. This amount will be determined by the Parks Department.
- 7) It shall be the responsibility of the renter to control spectators, vehicles, and all situations involved with the event. If necessary additional deputies may be required.
- 8) It is the responsibility of the user to have premises vacated by 10:00 PM each evening during the term of the request.

Fees and charges

Groups/Organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for use of City owned facilities or equipment must fill out the Fee Waiver Request Form completely, at least 30 days in advance of the event. The request will be reviewed by the Park and Recreation Committee and the group of organization will be notified of approval or denial within 15 days of submitted request.

- 1) The cost of the facility is \$50.00 per day
- 2) Renter agrees to pay the deposit fee at the time of making this application. Of a minimum of 20% of the total rental as breakage security which may later be applied to the base rental fee. The balance is due 24 hours prior to the rental date.
- 3) The daily fee is intended to cover the time period of 7:00 AM to 10:00 PM on the days indicated.

Additional Fees

- 1) Attendant Fee- A department attendant will be on duty when the facility is occupied. The current attendant rate per hour will be charged for the time spent at the event. Renter is responsible to the attendance and must follow his/her suggestions or directions.
- 2) Park Benches- If available, may be used for the event for a fee of \$25.00 (see below).

PROVISIONS

The approval of this request is based upon the condition that the user agrees to indemnify and hold harmless the City from any accident or injuries to participants, spectators, and/or persons connected with the use of requested facilities or equipment.

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 the premises.

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

This document signed on below date by authorized representative of the user and the lessee indicates that agreement is understood and will be adhered to by both parties.

Do you desire park benches? Yes No **Picnic Tables**

Signed _____ Date 2/22/14
(Person Responsible)

Terms or Conditions _____

Amount of rent to be charged _____ Deposit Received: \$ _____

Approved/Denied _____ Date _____
Director of Parks & Recreation

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 Acoustic Fest, Inc
Address 838 N 5th St, Manitowoc, WI Telephone 684-8499
2. Names of club officers:

Name	Address	Telephone
President <u>Pete Honzik</u>	<u>838 N 5th St, Manitowoc</u>	<u>684-8400</u>
Secretary <u>Christine Honzik</u>	"	"
Treasurer <u>"</u>	"	"
3. Facility requested: Metro Stage
Equipment requested: Tent, picnic tables, 10 long tables
4. Specific dates and hours facility/equipment will be used: Date July 19, 2014 Hrs. 7AM - 11PM
5. Please explain your request, as to what fees you desire waived or reduced and reasons. All Fees Non-profit
6. Which do you consider your group to be?
A. Community service _____ B. Non-profit X C. Private business _____
D. Club or organization _____ E. Other, please explain _____
7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes X No _____
8. If #7 is "yes," explain and list specific charges We get sponsors to pay for performers. We get
% of concessions and we have a raffle to pay for scholarship. Event is free to
public.
9. What will revenues be used for? performers and scholarship
10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes X No _____ if necessary
If "yes," please provide the following information of individual to contact:
Name see above Address _____ Telephone _____

Signed _____ Date 2/22/14

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 _____