

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/22/2016

EVENT NAME: Lincoln Homecoming Parade & Fireworks

ORGANIZER: Lincoln High School - Dave Steavpack

EVENT DATE: 9/30/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Parade floats to assemble in Municipal Field parking lot & head to JFK; fireworks at Red Arrow Park; use of traffic control items

ESTIMATED CITY COSTS:

POLICE	222.3
FIRE	0
PARKS	0
RECREATION	
STREETS	48
TOTAL	270.3

ESTIMATED EVENT HOLDER CHARGES:

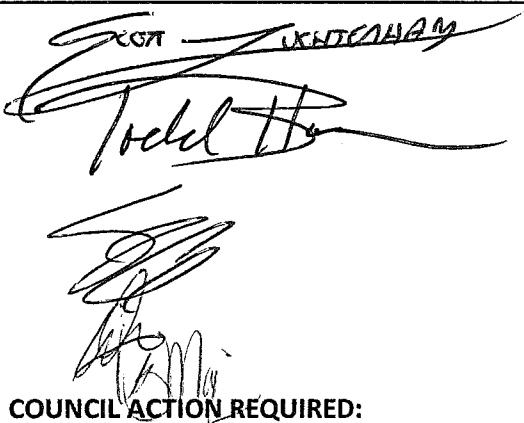
LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
GRAND TOTAL	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

COA


COUNCIL ACTION REQUIRED:

Street closure of Grand Ave to S 9th

ITEMS TO INCLUDE IN LETTER:

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

RECEIVED RECEIVED
AUG 4 2016 AUG 03 2016
CITY CLERK
DPI 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.

- Name/Description of Event: Lincoln High School Homecoming Parade + Fireworks
- Date of Event: 09 / 30 / 16 If multiple days, Start Date: ___ / ___ / ___ End Date: ___ / ___ / ___
Include dates and times needed for setup and take down / cleanup.
- Time Event will Begin Setup: 4 AM/PM Actual Start Time: 6:00 AM/PM Finish Time: 9:30 AM/PM
- Name and Complete Address of Organization/Individual Organizing the Event:

Lincoln High School
Name of organization responsible for event

David Steavpack ← Telephone # PRIOR TO event (920) 323 1272
Name (first, middle, and last) of event organizer

Telephone # DURING event () - -

1433 South 8th
Contact name DURING event (if different)

Manitowoc, WI, 54220
Street Address City, State, Zip

Jenna Poff: poff3666@manitowocpublicschools.org
E-mail address of event organizer

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

ATHLETIC
Director

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.

Lincoln High School Parade to be held on Friday night before Homecoming. Floats will assemble in Municipal parking lot, head East on Grand Avenue to South 9th Street and then into JFK parking lot for tailgate and parade cleanup. Fireworks will be shot off at Red Arrow Park.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? Municipal Field + Red Arrow Park No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? We will use the parking lot @ municipal to assemble floats, Red Arrow parking lot

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): Grand Avenue to South 9th
then floats go into JFK parking lot

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 But Parade watchers will gather on sidewalk



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? 500

How many vendors will be at your event? 0

How many vehicles? 10-15

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: possibly outdoors from 6:00-6:30pm and music will be played at tailgate event

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

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: Linedn High

School will be open

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.

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 have barricades delivered no later than Friday Morning (09-30-16)

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	<u># Needed</u>		<u># of Days*</u>		<u>Cost/Day</u>		<u>Total</u>	
Barricades		X		X	\$3.00	=		Flashers _____
2'		X		X	\$3.00	=		Flashers _____
3'		X	1	X	\$4.00	=	<u>\$4.00</u>	
8'	7	X		X	\$2.00	=		
Rail type-long		X		X	\$2.00	=		
Rail type-short		X		X	\$2.00	=		
Channelizer Drums		X		X	\$3.00	=		
Cones		X		X	\$1.50	=		
18"		X		X	\$1.50	=		
28"		X		X	No charge	=	No Charge	
Safety vests		X		X	No charge	=	No Charge	
Snow fence		X		X	\$4.00	=		
Rolls		X		X	No Charge	=	No Charge	
Posts		X		X	No Charge	=	No Charge	
Post driver/pounder		X		X	No Charge	=	No Charge	
Traffic signs	1	X	1	X	\$2.00	=	<u>\$2.00</u>	Description <u>Road Closed Ahead</u>
		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 _____

Have delivered as in years past requested by the PD

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	=	\$240.00	

Other (list items and amounts)

TOTAL RENTAL CHARGES

\$30.00

*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: **Yes for fireworks*

Do you have the correct level of insurance for your specific event? Yes No *(Vehicle owners are required to have valid insurance)*
 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: Parade Route Road

Closure

Sergeant Jacobs/officer check
 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.

Call 911 if traffic accident occurs

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): As in years past, LHS was not charged for barricades or police assistance

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 _____

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

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 04, 12, 1963

Signature of Applicant: D. J. Stark

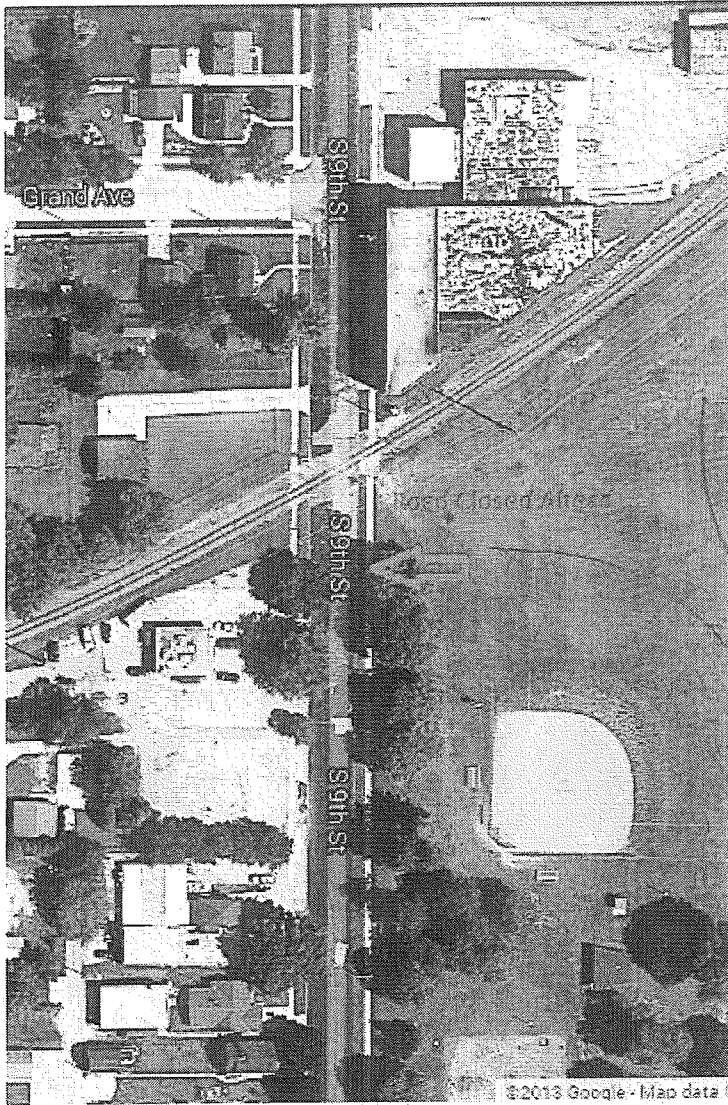
Date: 01/2/2016

WORK ORDER



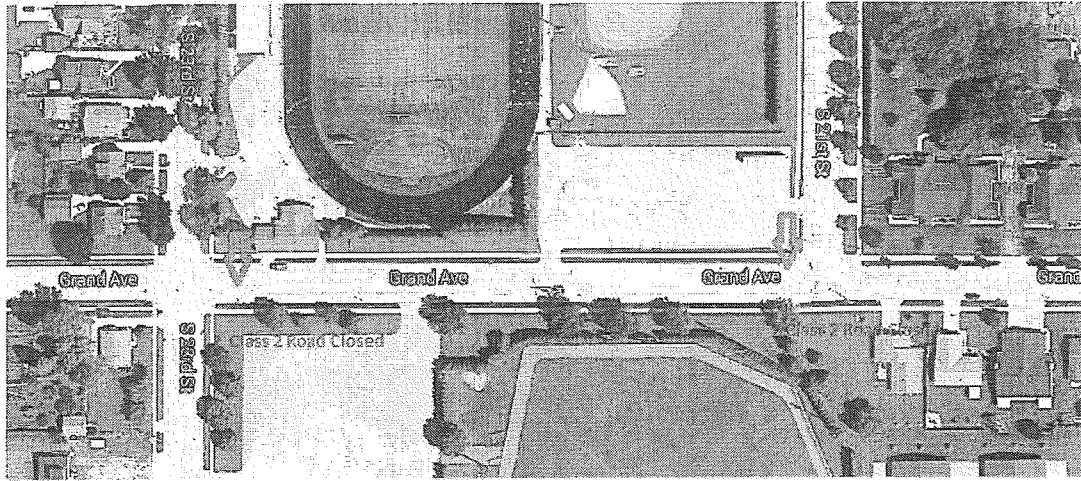
1900 Block of South 9th St

WORK ORDER



Municipal Field Area

WORK ORDER



RECEIVED
AUG 03 2016
CITY CLERKS OFFICE

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

1. Name/Description of Event: Lincoln High School Homecoming Fireworks
2. Date of Event: 10 / 03 / 2014 If multiple days, Start Date: / / End Date: / /
3. Time Event will start to form: Dusk AM/PM Actual Start Time: 2000 hours AM/PM Finish Time: 2100 hours AM/PM
4. Name and complete address of Organization/Individual organizing the Event:

Lincoln High School
Name of organization, if applicable

Lisa A. Wilke
Name (first, middle, and last) of individual organizing the Event

1433 South 8th Street
Street Address

Manitowoc, WI 54220
City, State, ZIP

Telephone # (920) 683 - 4861

Business # () -
(if applicable)

Date of Birth 07 / 26 / 1980
of organizing individual

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

5. Email address of organizer: wilke@mpsd.k12.wi.us
6. Location of the Event: Please attach a detailed map or diagram of your event. Also, please indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Fireworks to be detonated from Red Arrow Park with a fall-away zone of not less than 210 feet, which is required for any fireworks three (3) inches in diameter or less.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes No Which park? Red Arrow Park

Have you reserved the park for this purpose? Yes No 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):

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 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

What is the estimated attendance at your event, including observers? 200 persons / students

How many vendors will be at your event? 0 How many vehicles? 0 in the park

Do you require any special parking restrictions? Yes No If yes, what type, when, and where: All students and will utilize the Lincoln High School parking lots as normal.

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 No
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: _____
Red Arrow restrooms and if needed, students may return to Lincoln High School

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.

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:

Lisa Wilke

Name of Day-of coordinator

920 683 4861
() - -
Phone # before event

920 683 4861
() - -
Phone # the day of the event

Is security needed for this event? Yes No

Staff and School Resource Officer will be present

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 for extraordinary expenses for your event. To request a waiver of the extraordinary expenses, please submit a letter detailing your request.

10. 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, liquor licenses, tent 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.

Signature of Applicant: _____ Date: _____

COMMITTEE RECOMMENDATION: _____ DATE: _____

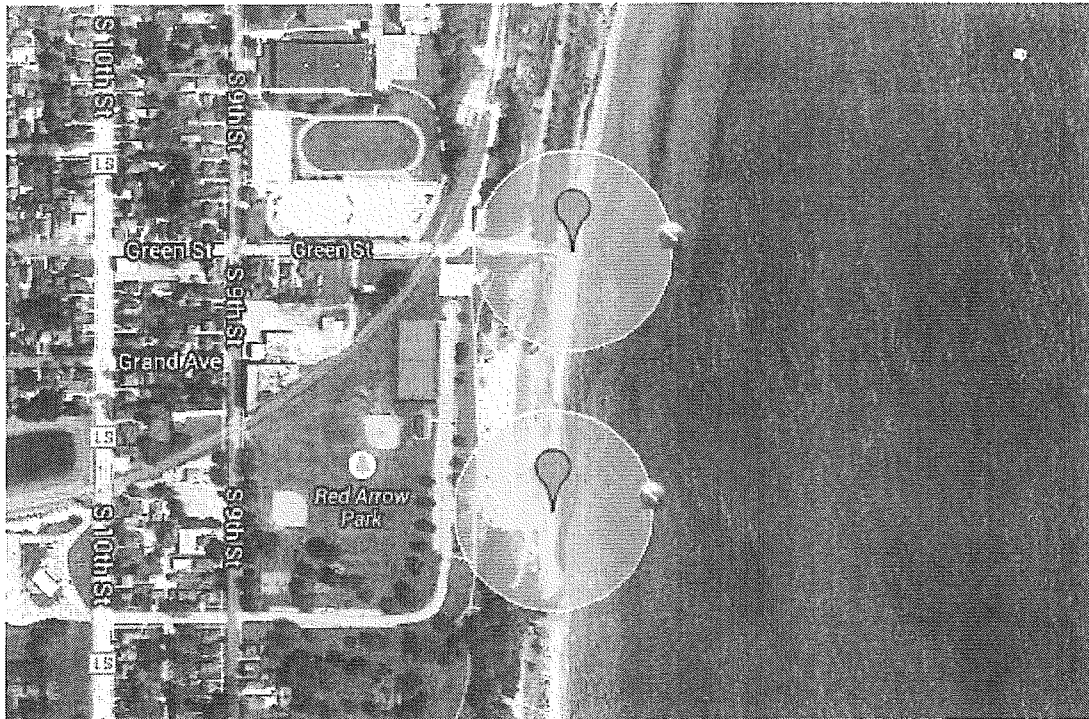
COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No

Red Arrow Park



Red Arrow Beach Detonation Locations with 300 feet Fall-out Zone



13. Have any Objections Been Received from Other Interested Parties? NO YES

13a. If YES, briefly explain: -

14. Vessels Provided by Sponsoring Organization for Safety Purposes (number and description)

15. Does the Sponsoring Organization Deem their Patrol Adequate for Safety Purposes? NO YES

15a. If NO, briefly explain: -

16. Is a Coast Guard or Coast Guard Auxiliary Patrol Requested for Control of Spectator and/or Commercial Traffic? NO YES

16a. If YES, how many vessels do you recommend and why? -

17. Person In Charge	Officer Jason Delsman	18. Where Will 'Person In Charge' be During the Event?	On Scene
19. How Can 'Person In Charge' be Contacted During the Event?	Officer Delsman 920-973-0915		
20. Person to be Contacted for Further Details (Name, Address, Zip Code)	Officer Jason Delsman 910 Jay Street Manitowoc, WI 54220		
20a. Area Code and Phone No.:	(920) 973-0915		
20b. Email Address:			
The undersigned has full authority to represent the sponsoring organization.			
21. Name:	Jason Delsman		
22. Title:	Police Officer / School Resource Officer		
23. Address (Include Zip Code)	910 Jay Street Manitowoc, WI 54220		
23a. Area Code and Phone No.:	(920) 973-0915		
23b. Email Address:	delsmanj@mpsd.k12.wi.us		
24. Signature:	<i>Officer Jason Delsman</i>		

PRIVACY ACT STATEMENT

Privacy Act Notice

Authority: 33 U.S.C. §1233 authorizes the collection of this information.
 Purpose: The Coast Guard will use this information to determine whether an event poses an extra or unusual hazard to the safety of life and whether or not, and under which conditions, to permit the event on the navigable waters of the United States.
 Routine Uses: The information will be used by and disclosed to Coast Guard personnel to evaluate the request. Additionally, the Coast Guard may share the information with facility operators, law enforcement or other government agencies as necessary to promote public safety during the requested marine event.
 Disclosure: Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent the approval of the requested marine event.

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 60 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (CG-5521), U.S. Coast Guard, 2100 St., SW, Washington D.C. 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (1625-0008), Washington, DC 20503.

DEPARTMENT OF HOMELAND SECURITY
APPLICATION FOR MARINE EVENT

OMB Number: 1625-0008
Expires: 06/30/2014

Date Submitted: 09/02/2014

FORM INSTRUCTIONS

1. Please, complete on a computer, a typewriter, or print in black ink to permit reproduction. You may also submit online at <http://homeobr.uscdcmil>
2. This application must reach the appropriate USCG Sector at least 135 days prior to the event. A list of sectors may be found here: <http://www.uscdcmil/top/units/>
3. Attach a section of a chart or a scale drawing showing boundaries and/or courses and markers contemplated.
4. Submit a copy of your entry requirements and any special rules pertaining to equipment, rigs, or procedures.

1. Name of Event	Lincoln High School Homecoming Fireworks		2. Date of Event	10/03/2014
3. Location of Event	Red Arrow Park 1931 South 9th Street Manitowoc, WI 54220		4. Time: From Dusk	To 2100 Hr
5. Name and Address of Sponsoring Organization (Include Zip Code)	Spielbauer Fireworks Company 1976 Lane Road Green Bay, WI 920-336-0446		6. No. of Participants	200
8. Types of Boats			7. Sizes of Boats	-
			9. No. of Spectator Craft	-

10. Description of Events

Lincoln High School will be hosting fireworks on Friday, October 03, 2014 for approximately twenty minutes after dusk to get more students and staff involved with Homecoming events. The public will also be invited to this event. Police and Lincoln High School Staff will have security present. The fireworks will be no bigger than a three (3) inch shell.

11. Will This Event Interfere or Impede the Natural Flow of Traffic? NO YES

11a. If YES, briefly explain: -

12. What Extra or Unusual Hazard (to participants or non-participants) Will Be Introduced into the Regatta Area?

Wilke, Lisa

From: Delsman, Jason
Sent: Thursday, September 4, 2014 9:30 AM
To: Mischler, Kenneth
Subject: RE: Cert - City of Manitowoc - Homecoming
Attachments: Red Arrow Beach Detonation Locations with 300 feet Fall.docx

Ken, can you please forward to Kris?

Good Morning, Kris!

My name is Jason Delsman. I am the School Resource Officer For Lincoln High School (Manitowoc Public School District). I am assisting the Homecoming Coordinator with the Fireworks display and permits. I will answer your questions in the order that you had asked them.

1. Lincoln High School is working with Spielbauer Fireworks Company from Green Bay, Wisconsin. Spielbauer may possibly be the largest fireworks distributor and in sales for the State of Wisconsin. They 'shoot' several displays throughout Wisconsin including Two River's, Wisconsin's Independence Day fireworks. Spielbauer will be shooting the display. They are a reputable business. Please feel free to view their website at www.sfireworks.com
2. There is no State of Wisconsin License for fireworks. Spielbauer Fireworks Company is licensed through Alcohol, Tobacco, and Firearms (A.T.F.) to shoot their displays. Spielbauer Fireworks Company is "NATIONALLY" licensed. All Spielbauer Fireworks Company employees that shoot the displays have been through a background check from the A.T.F.
3. There will not be a hold harmless agreement from Spielbauer Fireworks Company and MPSD. MPSD is asking that a one (1) time policy change be made to permit the fireworks and insure Spielbauer Fireworks Company to shoot the display. Ashwaubenon High School and their school district have a fireworks insurance policy to allow Spielbauer Fireworks Company to shoot the display for their Homecoming. Spielbauer Fireworks Company has stated that they are able to provide a discount to the school district if they do not have to pay for the insurance policy. Spielbauer Fireworks Company indicated that if they take out the insurance policy (which they do often – about 250 policies per year) it would cost \$750.00 for a 5 million dollar policy as required by the City of Manitowoc Fire Department for the permit. Spielbauer Fireworks Company will not be shooting anything larger than a three (3) inch shell. Very small in comparison to Independence Day fireworks. It would be the hope of the Homecoming Coordinator for MPSD to carry this one time policy each year.
4. Spielbauer Fireworks Company is possibly the largest fireworks provider for the State of Wisconsin. The fireworks will be transported by said company under lock and key directly from their facility to the shoot location (Red Arrow Park) just in time to set up for the shoot. During this time, the fireworks will continue to be under lock and key and in the care of the A.T.F. licensed shooter until display time. The total estimated time of display would be approximately twenty minutes. There will NOT be any fireworks stored on school property.
5. According to the National Fire Protection Agency (NFPA) Code 1123 requires 70 feet per one (1) inch of shell as a fall-away zone. Since the show will not have any shells larger than three (3) inches, the minimum fall-away zone will be no less than 210 feet; however the fall-away zone we will secure will be no less than 300 feet. That is 90 feet larger than required. Additionally, the display will be shot for City of Manitowoc Park on the beach. There is one outbuilding on the large property. Please see that attached map of the area and 300 feet fall-away zones. There will be three (3) police officers establishing a detonation zone and security.

The City of Manitowoc Fire Department has approved the detonation location as well as the United States Coast Guard. All applications has been approved for this show. The only thing needing attention is the insurance.

Kris, MPSD is trying to get more students involved in homecoming activities and to show support for the school. As you know, there is a lot of tradition with the Homecoming Parade. If MPSD is able to establish a policy to allow this to happen, Spielbauer Fireworks Company is able to provide a longer and more enjoyable show.

Thank you for your time and as always, if you have any questions, please feel free to call me.



Officer Jason Delsman/673

School Resource Officer
Lincoln High School
Manitowoc Police Department
910 Jay Street
Manitowoc, WI 54220
Phone 920-683-4861 Extension 6115
Cell 920-973-0915

"The Mission of the Manitowoc Police Department is to work cooperatively with the community to prevent crime, maintain order and provide a safe environment for everyone."

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From: Kris Permann [<mailto:Kristine.Permann@ajg.com>]

Sent: Wednesday, September 03, 2014 2:20 PM

To: Mischler, Kenneth

Subject: RE: Cert - City of Manitowoc - Homecoming

Hi Ken - Liberty's turn to be difficult. I will need response to these questions:

- Did the school hire a professional fireworks contractor? If not who is shooting off the fireworks?
- Is the responsible party licensed or certified according to state regulations for fireworks?
- Is there a hold-harmless agreement in place between the contractor and the school?
- Any kind of waivers in place removing the School from liability?
- Will need to see a Certificates of Insurance with GL and Umbrella limits prior to approving this.
- Is the School District named as an additional insured on the contractors policy?
- Is the contractor providing the fireworks?
- Any fireworks being stored on or around the School premises prior to the event?
- How far away from the crowd will the fireworks be set up?
- How far away are Houses, School Buildings etc from where they are setting them off?

Kris Permann

Senior Account Manager



Arthur J. Gallagher & Co.

BUSINESS WITHOUT BARRIERS™

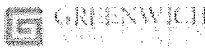
100 W. Lawrence St. Suite 416 | Appleton, WI 54911
920.380.2220 | fax 920.734.3637

www.ajgrms.com

Arthur J. Gallagher Risk Management Services, Inc.



Gallagher Ranked #1
In Client Satisfaction



Please let my manager know how I'm doing:

Bonnie_Ratzlaff@ajg.com

Please note: Coverage is not bound or altered via voicemail or e-mail requests until confirmation is provided by Arthur J. Gallagher Risk Management Services, Inc.

From: Mischler, Kenneth [<mailto:mischlerk@mpsd.k12.wi.us>]

Sent: Wednesday, September 03, 2014 10:05 AM

To: Kris Permann

Subject: FW: Cert - City of Manitowoc - Homecoming

Hi Kris

The City of Manitowoc is being very difficult (like always). See the email below.

Ken Mischler, CPA

Director of Business Services

Manitowoc Public School District

2902 Lindbergh Drive, PO Box 1657

Manitowoc, WI 54221-1657

Phone # 920-686-4795 FAX 920-686-4754

mischlerk@mpsd.k12.wi.us

This email is intended for the express use of the individual I am attempting to notify. In the interest of maintaining confidentiality; if you have received this email in error, please contact me immediately and then delete this message. Thank you.

From: Delsman, Jason

Sent: Wednesday, September 03, 2014 9:16 AM

To: Mischler, Kenneth

Subject: RE: Cert - City of Manitowoc - Homecoming

The line in red is what would need to be added. Thank you so much for you time on this Ken! Thank you for working through our frustrations.

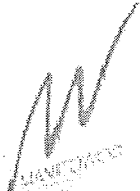
THIS ENDORSEMENT CHANGES THE POLICY.

ADDITIONAL INSURED - SPEC

This endorsement modifies insurance provided under the following
COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

Name Of Person(s) Or Organization(s)	Spec
City of Manitowoc	Line
	Fireworks a



Officer Jason Delsman/673
School Resource Officer
Lincoln High School
Manitowoc Police Department
910 Jay Street
Manitowoc, WI 54220
Phone 920-683-4861 Extension 6115
Cell 920-973-0915

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From: Mischler, Kenneth
Sent: Friday, August 29, 2014 12:01 PM
To: Delsman, Jason
Subject: FW: Cert - City of Manitowoc - Homecoming

Jason
Please see the email below.

Ken Mischler, CPA
Director of Business Services
Manitowoc Public School District
2902 Lindbergh Drive, PO Box 1657
Manitowoc, WI 54221-1657
Phone # 920-686-4795 FAX 920-686-4754
mischlerk@mpsd.k12.wi.us

This email is intended for the express use of the individual I am attempting to notify. In the interest of maintaining confidentiality; if you have received this email in error, please contact me immediately and then delete this message. Thank you.

From: Kris Permann [<mailto:KrisPermann@ajg.com>]
Sent: Friday, August 29, 2014 11:50 AM
To: Mischler, Kenneth
Subject: Cert - City of Manitowoc - Homecoming

Hi Ken – here's a copy of the cert that was issued for the 7/1/14 renewal. The City is named as an Additional Insured for homecoming. I've also attached a copy of the endorsement that's contained within the policy naming the City as an Additional Insured. Do you think that this will work for this year's events or do we need to modify?

Also, talked to Michael on this. He recommends that you get a certificate of insurance from the group doing the fireworks naming the School & the City as additional Insureds under the General Liability.

Contact me with any questions.

Thank you!

Kris Permann
Senior Account Manager



100 W. Lawrence St. Suite 416 | Appleton, WI 54911

920.380.2220 | fax 920.734.3637
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GREENWICH

Please let my manager know how I'm doing:
Bonnie_Ratzlaff@ajg.com

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Manitowoc Public School District

August 2, 2016

Common Council
900 Quay Street
Manitowoc, WI 54220

Hello, my name is Dave Steavpack the Director of Athletics at Lincoln High School. I am the "acting" Homecoming Coordinator for 2016. I hope this letter and agenda finds you doing well.

This year, it is our hope on behalf of Lincoln High School to get more students involved and engaged in Homecoming activities. There will be activities at the high school on Friday, September 30, 2016 until dusk. At dusk, we are hoping to have a fireworks display following the activities at Red Arrow Park. The fireworks will be detonated by a professional company. (Spielbauer Fireworks Co. Inc.)

This event will be open to the public so they can watch and enjoy the fireworks from Red Arrow Park. Parking will be at Lincoln High School. We have completed all permit paperwork, a fireworks packing slip to the fire chief, insurance and all maps requested.

Please consider this event for approval as it will generate more student involvement and showing transparency with the public.

Thank you for your time,

A handwritten signature in black ink that reads 'D. Steavpack'. The signature is written in a cursive, flowing style.

Dave Steavpack
Director of Athletics
Lincoln High School

WORK ORDER

DATE: AUGUST 2, 2016
TO: DIRECTOR OF PUBLIC WORKS
FROM: OFFICER BRUCE JACOBS
RE: LHS HOMECOMING FIREWORKS –
SEPTEMBER 30, 2016

Please have all the barricades dropped off by 12:00 pm on Friday Sept 30, 2016:

1. 2 (two) Class 3 "Road Closed" Barricades for the 800 block of Green Street placed at Green Street at South 9th Street.
2. 2 (two) Class 3 "Road Closed" Barricades for the Red Arrow entrance at the "bend" near the playground (to block the parking lot as this the fall-away zone).

As always, thanks for your help! Any questions can be directed to Officer Bruce Jabobs 920-323-0426.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/27/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Allied Specialty Insurance, Inc. 10451 Gulf Blvd Treasure Island, FL 33706-4814	CONTACT NAME: Glenn Harris
		PHONE (A/C, No. Ext): 727-547-3093 FAX (A/C, No): E-MAIL ADDRESS: gharris@alliedspecialty.com
INSURED	Spielbauer Fireworks Co, Inc. Mighty-Mite Marketing 1976 Lane Road Green Bay, WI 54311	INSURER(S) AFFORDING COVERAGE
		INSURER A: T.H.E. Insurance Company NAIC # 12866
		INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		CPP0102783-04	04/01/2016	04/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ 2,000,000 Protection & Indemnity \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY		CPP0102783-04	04/01/2016	04/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		ELP0010834-04	04/01/2016	04/01/2017	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Excess Liability GL		ELP0011826-01	04/01/2016	04/01/2017	Each Occurrence \$4,000,000 Aggregate Limit \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

DISPLAY DATE: 9/30/2016

RAIN DATE: TBD

LOCATION: Red Arrow Park Beach, Manitowoc, WI

RE: GENERAL LIABILITY, THE FOLLOWING ARE NAMED AS ADDITIONAL INSURED IN RESPECTS TO THE OPERATION OF THE NAMED INSURED ONLY:

Lincoln High School, City of Manitowoc, Manitowoc Fire Department, Manitowoc School System, Manitowoc Parks

The above Commercial General Liability policy affords P&I, bodily injury & property damage liability coverage arising directly from a fireworks display, however, no Marine, Hull & Machinery or Pollution Liability coverage is afforded under this CGL policy arising from the use of any barge, docks, piers, wharves or floating platforms.

CERTIFICATE HOLDER

CANCELLATION

Lincoln High School
Attn: Lisa Wilke
1433 South 8th St.
Manitowoc, WI 54220

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Certificate #

ACORD 25 (2016/03) 578

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SPELBAUER FIREWORKS CO., INC.

DISTRIBUTORS & EXHIBITORS
 WISCONSIN'S OLDEST EXHIBITION FIREWORKS CO.

Established in 1952

Office:
 1976 Lane Road
 Green Bay, WI 54311

Phone 1-920-336-0446
 Fax 1-920-336-1214

Factory & Warehouses:
 Bellevue

To: Lincoln High School
 Attn: Lisa Wilke
 1433 South 8th
 Manitowoc, WI 54220

Conf. # 16Ma3922
 Order Date 7/25/2016
 Date 7/27/2016
 Terms Cash Due

1% Per Month Interest Charged On Accounts Over 30 Days Old.

Confirmation

\$2,000.00 Fireworks Display for September 30, 2016 (Fri.)

Opening

5	— 3 inch Import Titanium Salute w/ Glitter Tail - Sunny	\$6.75	\$33.75
---	---	--------	---------

Additional Special Break Shells

40	— 3 inch Assorted Import Special Break Shell w/ Rising Tail - Sunny	\$9.50	\$380.00
30	— 3 inch Assorted Import Special Break Shell - Sunny	\$8.40	\$252.00

Total: 70 — 3 inch Special Break Shells

36	— 4 inch Assorted Import Strobing & Vibrant Color Shell - Icon	\$15.20	\$547.20
----	--	---------	----------

Total: 36 — 4 inch Special Break Shells

Shell Flight

5	— 3 inch Silver Willow - Sunny	\$8.40	\$42.00
5	— 3 inch Blue Violet Peony w/ Silver Tail - Sunny	\$9.50	\$47.50
5	— 3 inch Twinkling Kamuro Crown - Sunny	\$9.20	\$46.00
5	— 3 inch Lime Green Peony w/ Silver Tail - Sunny	\$9.50	\$47.50
5	— 3 inch Red Falling Dahlia (leaves) - Sunny	\$8.40	\$42.00

Midlevel Display

2	— 100 Shot "Z" Assorted (Tail/ Whirl/ Whistle/ Peony/ Flower Tail) Cake - Lidu Fires one hundred shots that cycle through colored tails, silver spinners, whistles, and breaks of peony as it sprays back and forth across the sky.	\$57.50	\$115.00
2	— 300 Shot Fan Red, White, Blue Mines & Peony Box - Lidu Fan shaped box incorporating patriotic color scheme.	\$105.00	\$210.00

IMPORTANT

This merchandise sold and shipped on the representation of the buyer that the same will be used strictly in accordance with laws of the state of destination.

This merchandise is sold upon the condition that the seller shall not be liable in any civil action for any accident or injury occasioned during the transportation, handling, storage, sale or use of the merchandise.



SPEILBAUER FIREWORKS CO., INC.

DISTRIBUTORS & EXHIBITORS
 WISCONSIN'S OLDEST EXHIBITION FIREWORKS CO.
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Phone 1-920-336-0446
 Fax 1-920-336-1214

Factory & Warehouses:
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To: Lincoln High School
 Attn: Lisa Wilke
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 Manitowoc, WI 54220

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2 — 2.5 inch 36 Shot Rising Fish & Whistle w/ Crackling Trail Box - Lidu Loud whistling spinners rise from ground level leaving crackling stars behind.	\$110.00	\$220.00
2 — 250 Shot Fan Brocade Crown Tail & Brocade Crown Crossette Box - Lidu	\$115.00	\$230.00
2 — 210 Shot Fan Red & Blue To Silver Crossette Box - Lidu Fires a stream of red and blue stars that weave in and out. Stars then break into silver streaks 100 ft. overhead.	\$85.00	\$170.00

Grand Finale

4 — 3 inch 10 Shot Import Color & Glitter Finale - Bulk - Lidu Creates a dazzling array of color and glitter in the night sky. Ten shell special finale - reloads only.	\$64.40	\$257.60
2 — 3 inch 10 Shot Import Titanium Report w/ Rising Silver Tail Finale - Bulk - Lidu Each chain fires ten earth shaking reports with rising tails in the sky overhead. Ten shell special finale - reloads only.	\$70.05	\$140.10

Firing Equipment

4 — 15 min. Fusee (railroad/ highway) - Orion	\$2.20	\$8.80
---	--------	--------

Fireworks Subtotal	\$2,789.45
Less Discount	-\$1,049.45
Discounted Price	\$1,740.00

Operator

Experienced pyrotechnic operators to be provided by Spielbauer Fireworks Co., Inc.
 Operators/ employees of Spielbauer Fireworks are covered under our workers compensation policy.

\$200.00 \$200.00

IMPORTANT

This merchandise sold and shipped on the representation of the buyer that the same will be used strictly in accordance with laws of the state of destination.

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Conf. # 16Ma3922
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Date 7/27/2016
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Delivery	\$60.00	\$60.00
Fireworks to be delivered by Spielbauer Fireworks Co., Inc.		

Your Price \$2,000.00

Display Date: 9/30/2016

Show to be shot from red arrow park beach area with a fall out zone of not less than 300 feet from display area.

Dave Stearbach 323-1872
Lisa Wilke 1st contact - 920-242-2031
Miranda 920-973-0915

Bruce Jacobs (920) 323-0426

Thank you for your order.

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SPELBAUER FIREWORKS CO., INC.

DISTRIBUTORS & EXHIBITORS
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Established in 1952

Office:
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Phone 1-920-336-0446
Fax 1-920-336-1214

Factory & Warehouses:
Bellevue

To: Lincoln High School
Attn: Lisa Wilke
1433 South 8th
Manitowoc, WI 54220

Conf. # 16Ma3926
Order Date 7/27/2016
Date 7/27/2016
Terms

1% Per Month Interest Charged On Accounts Over 30 Days Old

Confirmation

\$550.00 Fireworks Display for September 30, 2016 (Fri.)

Insurance Coverage	\$550.00	\$550.00
\$5 million insurance coverage for public liability and property damage.		

2016 Catalog Price	\$550.00
Your Price	\$550.00

Display Date: 9/30/2016

Show to be shot from red arrow park beach area with a fall out zone of not less than 300 feet from display area.

Dave Stearpach
~~Lisa Wilke~~ 920-242-2031 (920) 323-1872
Jason 920-973-0915

Bruce Jacobs (920) 323-0426

Thank you for your order.

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Fireworks Permit Location Map

