SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/24/2021
EVENT NAME: Lincoln High School Cross Country Meet
ORGANIZER: Lincoln High School - Michael Bubolz
E-MAIL ADDRESS: mbubolz16@gmail.com
EVENT DATE: 4/22/2021 **NEW OR RECURRING:** New

LOCATION/DESCRIPTION: Use of Lincoln Park, including ball diamond, for a cross county meet

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
(Via Zoom)	
Shawn Alfred/sr	
Todd Blaser/sr	
Jason Freiboth/sr	
Liz Majerus/sr	
Dan Koski/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1) Please be considerate to the zoo animals. Keep noise levels down, & direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat. 2) Please remind participants that dogs are not allowed in the Lincoln Park Zoo area.

Copy to: Clerk

City of Manitowoc

SPECIAL EVENTS APPLICATION FORM

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 Lincoln High School Cross Country Meet

2. **Date of Event:** 04/22/2021 **If multiple days, Start Date:** _____ **End Date:** _____
   Include dates and times needed for setup and take down / cleanup.

3. **Time Event will Begin Setup:** 1:00 pm AM/PM **Actual Start Time:** 4:00 pm AM/PM **Finish Time:** 6:30 pm AM/PM

4. **Name and Complete Address of Organization/Individual Organizing the Event:**

   Manitowoc Lincoln High School
   Name of organization responsible for event

   Michael J Bubolz — Telephone # **PRIOR TO** event (920) 905 - 2226
   Name (first, middle, and last) of event organizer

   Same as Above — Telephone # **DURING** event (___) ___ - ___
   Contact name DURING event (if different)

   1433 S 8th St
   Street Address

   Manitowoc WI 54220 — E-mail address of event organizer: mbubolz16@gmail.com
   City, State, Zip

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

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.

   This is a high school cross country meet which will have two other high schools attending. There are limited participation numbers per our conference rules. We would plan to use the roads, trails, and baseball diamond area of Lincoln Park and would be running clockwise within the park when utilizing the park roads and trails. The start and finish area would be in the outfield of the baseball diamond on the south end of the park. On the day of the event we would be putting posts in the ground for a finish chutte in the outfield. We would plan to stage our athletic trainer in the pavilion near the baseball diamond.

   Will the event be held in a Manitowoc park or utilize any park facilities? (●) Yes Which park? Lincoln Park ( ) No

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

   Baseball Diamond OUTFIELD south of the tennis courts and pavillion next to the ball diamond.

   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

A/N 3577

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? 250

How many vendors will be at your event? none How many vehicles? Estimating 75 cars, 4 buses

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: 3:30pm to 6:30pm

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:

We would have portable toilets provided in the parking lot near the south baseball diamond. We would estimate to provide 3 portable toilets.

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 indicate the total number of items requested:

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 _____
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.***

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	=	_____	

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:

_____

_____ ( ) _____-_____ ( ) _____-_____
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.

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):

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.

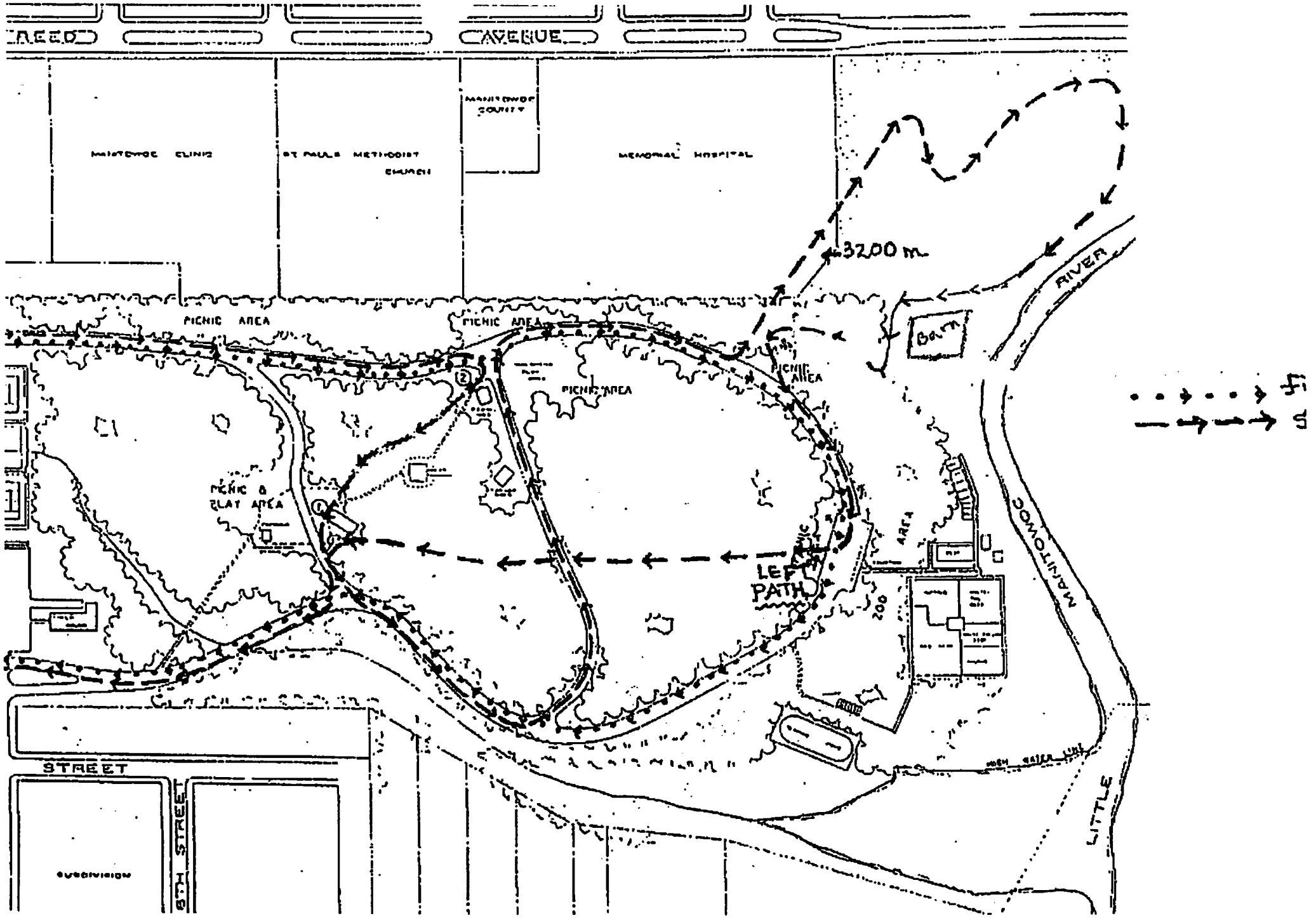
12. Legal Notice

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 / 11 / 1985

Signature of Applicant: Michael Bubolz Date: 02/18/2021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LITTLE
STREET
8TH STREET
SUBDIVISION

Covid Precautions

We understand that we would need to provide a hand sanitization station near the baseball diamond area where the start and finish of races will be, as well as the porta potties. And have hand sanitizer available for each team camp.

Teams will be spread out from each other.

Spectators will not be seated as it is normal to stand and walk around during a cross country meet. Spectators and athletes will be reminded to remain socially distanced.

The event will be completely outside and we will not require any indoor areas.

An athletic trainer will be on site for any minor medical needs.

Our governing high school conference, the FRCC, has provided us guidelines for hosting meets that are also included with this email to further demonstrate the level of precautions we are expected to follow when hosting this event. (See COPY OF FRCC MEET PROTOCOLS)

FRCC Alternate Fall Cross Country Meet Protocol - 2/11/21

Arrival

1. We are asking that teams arrive no earlier than 1 hour prior to the first race.

Timing

1. Timing will be done by hand.

Spectators

1. Please inform your parents that all spectators must be masked and maintain a social distance of 6' or greater with anyone that doesn't live in the household. No spectators will be allowed near the start line or the finish line.

Concessions

1. No concessions will be offered.

Equipment

1. All athletes and coaches must bring masks and their own water bottles.

Trainer

1. A trainer will be provided.

Buses

1. Buses may be used in case of inclement weather if race is not conducted at a school site.

Masks

1. Masks must be worn at all times unless running during warmup or racing.
2. Athletes may take down their mask after the first 100 yards of the race and must put their mask back on after leaving the chute at the end of the race.
3. Coaches masks worn at all times.

Team areas

1. Team areas must be spread out to ensure proper distancing. More information will be given upon arrival.
2. Coaches will monitor team areas to make sure masks are worn and athletes are abiding to social distancing.

Starting line

1. Runners cannot report to the start line until 5 min before the start.
2. Both teams will line up their top 8 runners on the line 6 feet apart.
3. Masks will be worn until runners are 100 yards from the starting line. Masks must be put back on as athletes leave the chute at the finish line.
4. No team huddles or cheers.

Racing

1. Runners should do their best to not run directly next to in front of or behind someone within reason. The course is wide enough in many areas where they could run 6 feet apart while still side by side.

After the race

1. After a team has completed their assigned races and cooldowns they should report to buses and leave the meet as soon as possible.

Results and scoring

1. The race will be scored only using the top five runners from each team.
2. Results will be emailed to the coaches as soon as completed after the meet.