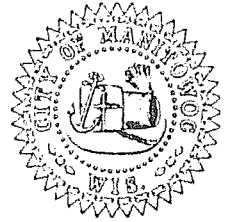




# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



August 2, 2018

Gary Stolp  
PO Box 845  
Manitowoc, WI 54221-0845

RE: Balloon Glow – Downtown Manitowoc – August 17, 2018

Dear Mr. Stolp:

Your recent communication requesting use of the Library parking lot, Farmers' Market parking lot and Burger Boat Park, closure of Quay Street between S. 7<sup>th</sup> and 8<sup>th</sup> Sts., and use of various pieces of City equipment, for the 2018 Balloon Glow event scheduled to be held on August 17, 2018, from 5:00 p.m. to 10:00 p.m., as detailed therein, was acted upon by the Special Events Committee on August 1, 2018.

The Committee granted your request and the street closure has been approved.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,



Deborah Neuser  
City Clerk

DN:mrk

Enclosures

cc: Chief of Police Nick Reimer  
Fire Chief Todd Blaser  
Chad Scheinoha, Operations Division Mgr.  
Billy Hutterer, Streets Team Leader  
Karen Dorow, Business Manager

**Deborah Neuser, CMC, City Clerk**  
**CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543**  
**Phone (920) 686-6950 • Fax (920) 686-6959 • [dneuser@manitowoc.org](mailto:dneuser@manitowoc.org)**

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/1/2018

EVENT NAME: Balloon Glow

ORGANIZER: Gary Stolp

EVENT DATE: 8/17/2018

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Closure of Quay St. between S 7th & 8th; use of Briess lot & Library lot; inflation of hot air balloons, food & beverage sales, music & kids inflatables; use of electrical, traffic control items, bandwagon, tables, benches & trash cans; street sweeper needed

## ESTIMATED CITY COSTS:

POLICE	297.24
FIRE	0
PARKS	2190.87
RECREATION	
STREETS	489
TOTAL DEPT. COSTS	2977.11

## ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	350
(if delivery requested)	
WAIVED -ROOM TAX	3327.11
NON-WAIV. STAKE PERMIT	50

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

*TMB*  
*G. Stolp*  
*[Signature]*

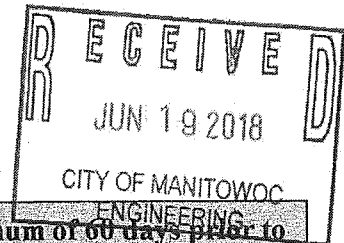
COUNCIL ACTION REQUIRED:

Street closure of Quay Street from S 7th to S 8th Sts.

ITEMS TO INCLUDE IN LETTER:

*Organizer responsible for contacting Diggers hotline a minimum of 3 business days in advance of the event*

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.

- Name/Description of Event: Balloon Glow / Hot Air Balloon Inflation, Food & Entertainment
- Date of Event: 08/17/2018 If multiple days, Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Include dates and times needed for setup and take down / cleanup.
- Time Event will Begin Setup: 2:00 pm AM/PM Actual Start Time: 5:00 pm AM/PM Finish Time: 10:00 pm AM/PM
- Name and Complete Address of Organization/Individual Organizing the Event:  
Manitowoc City Center Association/ Chamber of Commerce Manitowoc County  
Name of organization responsible for event  
Gary Stolp Telephone # PRIOR TO event ( 920 ) 905 1771  
Name (first, middle, and last) of event organizer  
Telephone # DURING event ( 920 ) 905 1771  
Contact name DURING event (if different)  
P.O. Box 845  
Street Address  
Manitowoc WI 54221-0845 E-mail address lgstolp0101@gmail.com  
City, State, Zip of event organizer

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

- 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).

On Quay Street, between 7th & 8th Street. Farmer's Market parking lot & Library parking lot. Inflation of hot air balloon at dusk in the Farmer's Market parking lot. Food, Beverages, Music & Kids Inflatables.

\*Bounce House & Giant Slide will be weighted down with sand bags.\*

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): Quay Street between 7th & 8th

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? 1000

How many vendors will be at your event? 5-8

How many vehicles? 250

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: 5:00pm - 10:00pm

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? ☒ Yes ☐ No

If yes, please describe:

Electrical panel on Franklin Street. MPU & Library Maintenance will be contacted.

*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:

(13) portable toilets will be placed southeast of the Farmer's Market parking lot

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:

Quay & Farmers Market area. Morning of event

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	14	X	1	X	\$2.00	=	28.00	
Rail type-short		X		X	\$2.00	=		
Channelizer Drums		X		X	\$3.00	=		
Cones								
18"		X		X	\$1.50	=		
28"	20	X	1	X	\$1.50	=	30.00	
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'	14	X	1	X	\$5.00	=	70.00	
Park benches	42	X	1	X	\$7.00	=	294.00	
Picnic tables	36	X	1	X	\$7.00	=	252.00	
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	20	X	1	X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***	1	X	1	X	\$240.00	=	240.00	
Other (list items and amounts):								

**TOTAL RENTAL CHARGES** 914.00

\*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? sub panel off Quay Street  
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:

Joel Everson  
Name of Security Coordinator

(920) 684-7445  
Phone # before event

(920) 255-4634  
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):

All fees, we are a non-profit organizer and all proceeds will be used to enhance the Downtown & River Front Corridor.

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

Sponsors & vendors fees. Concession proceeds: \$3500.

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

\$ ☒ Expenses Balloonists(\$ ☒ Music (\$ ☒ Insurance (\$ ☐ Concessions (\$ ☐ Advert (\$ ☒ Ad

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 benefit 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 05/15/1963

Signature of Applicant: 

Date: 06-15-2018





## Mackenzie Reed-Kadow

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**From:** Sandy Ronski  
**Sent:** Tuesday, July 17, 2018 9:58 AM  
**To:** SpecialEvents  
**Subject:** FW: Balloon Glow

In lieu of sending a map for Balloon Glow, Gary Stolp called & gave me the following locations:

- Hot air balloons would be located in the Briess lot
- Inflatables would be in the library parking lot
- One "walk-in" balloon would be located east of the library lot on the grassy area
- Food & beverage sales will be on Quay Street between 8<sup>th</sup> St. and the entrance to the library lot

He is going to contact Kristin to see if they can possibly put up some signs stating the library parking lot will close at noon as he doesn't want the library to lose parking for the entire day.

**Sandy Ronski**  
Operations Clerk II  
Transit, Cemetery, Parks, & Lift Bridges  
City of Manitowoc  
900 Quay St.  
Manitowoc, WI 54220  
920-686-6518  
920-686-6525 fax  
[www.manitowoc.org](http://www.manitowoc.org)

*To receive notifications about City of Manitowoc topics that matter most to you (such as notices for cemetery cleanup dates, snow emergency parking bans, brush &/or leaf pickups, etc.), go to [www.manitowoc.org](http://www.manitowoc.org) and click on the Notify Me button to sign up for texts and/or e-mails.*

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**From:** Sandy Ronski  
**Sent:** Tuesday, July 17, 2018 9:42 AM  
**To:** 'Gary Stolp'  
**Cc:** Karen Dorow  
**Subject:** Balloon Glow

The map that was sent along with the Special Event Application for Balloon Glow just shows the area where the event will be held. It does not show where the balloons, food, inflatables, etc. will be located. Please send a map showing these items for the City's Special Event Committee.

Also, the Library Director, Kristin Stoeger, is asking that someone from your group follow up with Stacey Bialek at the library to coordinate which electrical outlets will need to be turned on, etc. The phone number for the library is 686-3000. In addition, the library would like their parking lot to be closed at 6 AM as it is too difficult to get everyone out of the lot & close it at 2 p.m.

If you have any questions, please e-mail me or call the Parks Office at 686-3580 weekdays from 8 AM to 4 PM.

Thank you,

**Sandy Ronski**

Operations Clerk II  
Transit, Cemetery, Parks, & Lift Bridges  
City of Manitowoc  
900 Quay St.  
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