

Park = Rev
4-7-14

14-463

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: Kiwanis Car Show
- 2. Date of Event: 08 / 10 / 2014 If multiple days, Start Date: ___ / ___ / ___ End Date: ___ / ___ / ___
- 3. Time Event will start to form: 6:00 AM/PM Actual Start Time: 10:00 AM/PM Finish Time: 6:00 AM/PM
- 4. Name and complete address of Organization/Individual organizing the Event:

Kiwanis Club of Manitowoc

Name of organization, if applicable

Chuck N. Krueger

Name (first, middle, and last) of individual organizing the Event

One East Waldo Blvd

Street Address

Manitowoc, WI 54220

City, State, ZIP

Telephone # (___) ___ - ___

Business # (920) 684 2547
(if applicable)

Date of Birth 09 / 16 / 1959
of organizing individual

Waiver of fee attached.

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

5. Email address of organizer: ckrueger@hawkinsashcpas.com

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. _____

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

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): 11th and 12th Streets
between Washington and Marshall

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? 1,000

How many vendors will be at your event? 5 How many vehicles? 200-250

Do you require any special parking restrictions? Yes No If yes, what type, when, and where: Parking on
Washington Park grounds

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 **Indoor at**
Please describe the toilet facilities that will be provided, including their locations and the number of units: Indoor at
site and (2) outdoor units

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:

Chuck Krueger (920) 684 - 2547 (920) 901 - 1990
Name of Day-of coordinator Phone # before event Phone # the day of the event

Is security needed for this event? Yes No

N/A () - ()
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: Chuck Krueger, President Date: 3-24-14

COMMITTEE RECOMMENDATION: _____ DATE: _____

COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No

Kiwanis Club of Manitowoc

P. O Box 832
Manitowoc, WI 54221-0832

Common Council
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220
March 19, 2014

To Whom It May Concern:

Re: 2014 Kiwanis Club of Manitowoc Car Show
Washington Park – August 10, 2014

Our 32nd Annual Car Show is planned for August 10, 2014 at Washington Park in downtown Manitowoc. This is a great family event. Every year we offer car and truck enthusiasts the opportunity to come together and show off their project car or collectible. In the past, a modest \$5 fee was charged car owners to help cover the trophy cost BUT the public participation is FREE. The Mid-Lakes Rustic Iron Club, that features special interest antique machines, is also invited to the show. The featured car this year is the Ford Mustang.

Sponsors of the event and profit from our concessions help fund many worthy causes including college scholarships for Manitowoc students, Post Prom for Lincoln High School, Camp Wawbeek scholarships for special needs children and adults, Special Needs Children's Christmas Party, for all special needs students in Manitowoc county, the Capitol Civic Center, the Salvation Army, the Kiwanis iPad for kids with autism program, as well as Girl Scout and Boy Scout projects.

The beautiful Washington Park setting can host 250 plus cars/trucks and provides a picnic environment where families can enjoy a great show. Concessions include a variety of food items from local vendors. Soda, water and beer are also available. Many volunteers augment this effort and Tom Drill is among our eager helpers.

We're excited to again offer this event to our Manitowoc neighbors and hope to encourage your participation as well! We were charged a \$200.00 fee last year. We understand that the actual costs to the city were much higher but since our club donates funds to charitable organizations we would again ask that fees be waived as much as possible.

Sincerely,



Chuck Krueger
President, Kiwanis Club of Manitowoc

CK/sk

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 Kiwanis Club of Manitowoc
Address One East Waldo Blvd Telephone 920-684-2547
Manitowoc, WI 54220
2. Names of club officers:

Name	Address	Telephone
President <u>Chuck Krueger</u>	<u>1008 River Court</u>	<u>920-686-0838</u>
	<u>Manitowoc, WI 54220</u>	
Secretary <u>Merritt Wilcox</u>	<u>2702 River Lane</u>	<u>920-901-3044</u>
	<u>Two Rivers, WI 54241</u>	
Treasurer <u>Jim Pfeifer</u>	<u>2111 Pheasant Drive</u>	<u>920-682-7695</u>
	<u>Manitowoc, WI 54220</u>	
3. Facility requested: Washington Park
Equipment requested: Same as Manitowoc Park & Rec Dept Equipment & Facility Request form
4. Specific dates and hours facility/equipment will be used: Date August 10, 2014 Hrs. 6:00 am to 6:00 pm
5. Please explain your request, as to what fees you desire waived or reduced and reasons. All fees waived since we are a non-profit community service organization.
6. Which do you consider your group to be?
A. Community service X B. Non-profit X C. Private business _____
D. Club or organization X 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 Concessions
9. What will revenues be used for? Youth scholarship funds
10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes _____ No X
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed Chuck Krueger Date 3-24-14

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 _____

10/15/13

2013 Kiwanis Car Show

Receipts:

Car Show Sponsors and Trophy Sponsors		4,230.00
Car Show Food Vendors		900.00
Show Car Entry Fee		700.00
Beer Stand		<u>841.44</u>

GROSS RECEIPTS 6,671.44

Expenses:

Printing Expense		
Flyers	352.01	
Car Registration Forms	<u>78.54</u>	430.55
Advertising		
Chamber Newsletter	25.00	
Gannett Ads -HTR	543.75	
WOMT - Radio	<u>340.00</u>	908.75
Sign Expense		71.00
Park Rental Fee		200.00
Envelopes and Postage		221.79
Trophies		808.75
Band/Announcer/Sound		
Announcer	100.00	
Band	300.00	
Phil Hendrickson	<u>575.00</u>	975.00
Beer Stand		
Soda	52.00	
Beer & tax	229.15	
Party Trailer	<u>150.00</u>	431.15
Portable Toilets		78.75
Miscellaneous - Supplies and Derby Track Repair		<u>51.95</u>

EXPENSES 4,177.69

NET PROFIT 2,493.75

KIWANIS CAR SHOW 2012 RECEIPTS / EXPENSES AS OF 11/12/2012

RECEIPTS

Show Sponsors	\$2,750.00	
Trophies Sponsors	900.00	
Beer Stand	170.00	
Fox's Piggly Wiggly (Gift Certificate)	50.00	
Tony's Pizza (Gift Certificates)	250.00	
Food/Soda/Ice Cream/Registration/Raffle	<u>6,954.61</u>	
Total Gross Receipts		11,074.61
Minus Beginning Cash		<u>1,493.00</u>

TOTAL NET RECEIPTS

9,581.61

EXPENSES

Printing	\$ 352.03	
Trophies	1,060.50	
Advertising-Radio/Newspaper/Internet	809.99	
Portable Toilets	150.00	
Music /Band	2 00.00	
Sound Systems	775.00	
Permits	25.00	
Stamps/Office Supplies	135.12	
Signage	744.00	
Soda	213.30	
Buns	247.50	
Meat	651.20	
Miscellaneous	<u>323.68</u>	
TOTAL EXPENSES		<u>5,807.32</u>

NET

3,774.29

MANITOWOC PARKS & RECREATION DEPARTMENTS
EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds _____

BB Diamonds _____

Soccer Field _____

Tennis Courts - How Many? _____

Pool _____

EQUIPMENT REQUESTED (Be Specific)

*We are requesting the same items we used in 2010, 2011, 2012 and 2013, not to include garbage cans. Garbage Cans Please see our request file from 2011 Car Show.

Picnic Tables _____

Benches _____

Other _____

Staging _____

AREA REQUESTED Washington Park

Number of People _____ DATE DESIRED 8/10/2014 TIME REQUESTED 6:00 am to 6:00 pm
Be Specific

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? _____

PERSON WHO WILL BE RESPONSIBLE Chuck Krueger TELEPHONE 920-684-2547

PERSON MAKING REQUEST Chuck Krueger

TELEPHONE 920-684-2547 ADDRESS One East Waldo Blvd, Manitowoc, WI 54220

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Chuck Krueger

ADDRESS One East Waldo Blvd., Manitowoc, WI 54220

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

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 on the premises.

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

CHARGES _____

SIGNED Chuck Krueger
(Person Responsible)

APPROVED _____

DATE 3-24-14

Parks or Recreation Manager

DATE _____

ATTENDENT(S) _____

START TIME: _____

Manitowoc Parks & Recreation Departments
METROSTAGE REQUEST FORM

Name of individual, firm or organization making request Kiwanis Club of Manitowoc

If club or organization, name of person responsible Chuck Krueger

Address One East Waldo Blvd., Manitowoc, WI 54220 Telephone 920-684-2547

Purpose: The Renter starts that he will use the premises rented hereunder for the following purpose and none other: (list organization if possible) Kiwanis Club of Manitowoc 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 _____

Rental Period: The Bandshell shall be rented to the Renter by the City on August 10, 2014 for the period from 6:00AM/PM to 6:00 AM/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 Parks & Recreation Departments.
- 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 of Manitowoc 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 admission fees, donations, contributions or other fare 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, such as but not limited to 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 Parks Manager.
- 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 Parks and Recreation Committee, and the group or organization will be notified of approval or denial within 15 days of the Committee's decision.

- 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 may 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 for the attendance and must follow his/her suggestions or directions.
- 2) Park Benches- If available, benches may be used for the event for a fee of \$5.25 + tax per bench.

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, # of benches (40 max.) _____ No

Signed Charles Krueger Date 3-24-14
(Person Responsible)

Terms or Conditions _____

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

Approved/Denied _____ Date _____
(Parks Manager)

RE: Kiwanis Car Show 8-10-14

CC 4-7-14

REVIEWING DEPARTMENT RECOMMENDATION

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

PARKS _____
(683-4537) _____

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

POLICE _____
(686-6500) _____

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

FIRE _____
(686-6500) _____

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

DPW _____
(683-4550) _____

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____