

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/7/2021

EVENT NAME: Playball Tournament

ORGANIZER: Manitowoc Bandits Baseball - Christopher Cisler

E-MAIL ADDRESS: polarbear42p@att.net

EVENT DATE: 5/23/2021

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of Municipal Baseball Field for a tournament

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
<i>Approved via Zoom</i> Todd B./sr Jason F./sr Liz M./sr Shawn A./sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

RECEIVED

MAR 30 2021

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: 2021 Playball Tournament / Manitowoc Bandits Baseball
- 2. Date of Event: 5-23-2021 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.
- 3. Time Event will Begin Setup: 9:00 AM/PM Actual Start Time: 11:00am AM/PM Finish Time: 5:00pm AM/PM
- 4. Name and Complete Address of Organization/Individual Organizing the Event:

Manitowoc Bandits Baseball
Name of organization responsible for event

Christopher Miles Cister
Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event (920) 901-5880

James W. Kaufmann
Contact name DURING event (if different)

Telephone # DURING event (920) 323-2657

1139 S. 35th St
Street Address

Manitowoc, WI 54220
City, State, Zip

E-mail address: polarbear42p@att.net
of event organizer

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.

See tournament details enclosed.

Note: This special events form is being submitted just in case the Manitowoc Bandits do not play on Sunday 5-23.

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

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?
We have our own facility on site

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/W R5677



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? 100

How many vendors will be at your event? 1

How many vehicles? 50

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: Between 11am - 5pm -

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 None ✓

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:

3 portable units already onsite.

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:

All items needed are supplied and paid for within the

Please indicate the total number of items requested:

Bondits rental policy

Streets & Sanitation Division Equipment (686-3580):

	<u># Needed</u>	<u># of Days*</u>	<u>Cost/Day</u>	<u>Total</u>	
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 handwagon, 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

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

\$200+ fees used to pay for baseball expenses.

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 01/24/1980

Signature of Applicant: *Chris Coker*

Date: 3-29-21

2021 PLAY BALL! Tournament Rules & Information

(formerly the Lakeshore Invitational Tournament)



INFORMATION

Two-day weekend tournament consisting of pool play on Saturday with the top four teams advancing to a seeded single elimination bracket on Sunday. Teams are guaranteed two games on Saturday with the potential for two more on Sunday. No more than four total for the weekend.

- Dates:** May 22 & 23 (no rain date)
- Entry Fee:** \$150 per team, once fee is paid a team will be guaranteed entry
Please make checks out to "Branch Blaze" and send to 2004 34th Street, Two Rivers, WI 54241
- Awards:** \$250 and plaque to champion & tournament Most Valuable Player awarded
- Locations & Hosts:** Saturday Pool games
Appleton - Val Wylie Field at Scheels USA Youth Sports Complex (Appleton Legends)
Branch - Fireman's Park (Branch Blaze)
Sheboygan - Wildwood Park (Sheboygan A's)
potential fourth location to be determined
Sunday Championship bracket
Manitowoc - Municipal Field (Manitowoc Bandits)

FORMAT

If there are nine teams, the three pool winners and a wild card team (the top second place team based on tiebreakers below) will advance to Sunday. The wild card team will be the #4 seed. If twelve teams, the four pool winners will advance.

The following will be used to set seeds and in the case of tiebreakers within a pool:

- The lowest average runs allowed per inning pitched
- The highest average runs scored per inning at bat
- The highest average pitcher-recorded strikeouts per inning pitched
- Random draw

(an inning that ends before three outs have been recorded will be considered a full inning)

Games will be scheduled for 11:00, 1:00, and 3:00 both days and at all locations.

Every effort will be made to play all games both days. In the event of all pool games on Saturday being rained out, those games will be played at the same times and locations on Sunday and the tournament winner will be who would have been the #1 seed as determined by seeding and tiebreaker rules. If Saturday's games are played but Sunday's are rained out, the resulting #1 seed from pool play will be the champion.

If both days are rained out, a full refund will be given to teams. Teams that start at least two games will not be given a refund. Teams that start only one game will be given a 50% refund of their fee.

RULES

Only wood and composite wood bats can be used.

All games will be 7 innings, including the Championship Game. The ten-run mercy rule will be in effect after 5 innings for all games. There will be no time limit for games.

Once a game has started, the umpire-in-chief will be responsible for suspending and re-starting games in event of rain.

Rosters are open to anyone. However, players can only play for one team during the tournament.

A coin toss prior to the start of the game will be used to determine the home team for pool games. The better seed will be the home team for bracket games.

There will be no on-field batting or fielding practice before any games. Cage availability determined by host.

All games will be played under The Official Rules of Baseball with the following exceptions: games will be 7 innings, a designated hitter can be used for any position, a courtesy runner may be used for the pitcher or catcher, and starters will be allowed to re-enter a game one time in the same spot in the batting order in which they started (re-entry rule).

Starting lineups must be submitted to the official scorer before the start of a game.

Any player or coach ejected from a game will be ineligible to participate in any remaining tournament games.

AGREEMENT

I have read the above rules and information and agree to bring a team to the 2021 PLAY BALL! Tournament.

Please sign and date below and send to 2004 34th Street, Two Rivers, WI 54241 with \$150 entry fee.
Checks made out to Branch Blaze.

Tournament Director

Date

Signature, Team Manager

Date

AJ Lorrigan
2004 34th Street
Two Rivers, WI 54241

Name, Team Manager

920-629-1197
branch.blaze@gmail.com

Team

Phone Number

Email address

Secondary Team Contact

Phone Number

Email address