



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



March 25, 2016

Manitowoc Safety Patrol Association
Roger L. Lodel
12507 W. Hillcrest Rd.
Whitelaw, WI 54247

RE: Manitowoc Safety Patrol Picnic – May 18, 2016 (Rain Date: May 19, 2016)

Dear Mr. Lodel:

Your request for special events privilege for the use of concession stand area of Silver Creek Park along with the park and park's equipment on May 18, 2016 with a rain date of May 19, 2016, to hold Safety Patrol Picnic to reward all the crossing guard children with use of equipment and electrical service and rental fee being waived, was acted upon by the Special Events Committee at the meeting of Monday, March 21, 2016.

At said meeting, the Committee unanimously recommended granting request and waiver of fees.

To arrange the details for the use of the Silver Creek Park concession stand, please contact the Park office at 686-6518.

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

Very truly yours,



Jennifer Hudon
City Clerk

JH:dan

cc: Chief of Police Nic Reimer
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/21/2016

EVENT NAME: Safety Patrol Picnic

ORGANIZER: Manitowoc Safety Patrol Association - Roger Lodel

EVENT DATE: 5/18 or 5/19/16

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Safety patrol picnic for 5th & 6th grade crossing guards at Silver Creek Park. This year 740 children will be attending. Use of concession stand, park, and parks equipment.

ESTIMATED CITY COSTS:



POLICE	
FIRE	
PARKS	738
RECREATION	
STREETS	
TOTAL	738

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE		DENY
		

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

2017 11 17

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: 65th Annual SAFETY Patrol Picnic
2. Date of Event: 05/18/2016 If multiple days, Start Date: Rain Date 5/19/16 End Date: 1/1
Include dates and times needed for setup and take down/cleanup.
3. Time Event will Begin Setup: 7:00 AM/PM Actual Start Time: 10:00 AM/PM Finish Time: 2:00 AM/PM

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

Manitowoc SAFETY Patrol Association

Name of organization responsible for event

Roger LEE Lodal

Telephone # PRIOR TO event (920) 732-3370

Name (first, middle, and last) of event organizer

Officer Bruce Jacobs

Telephone # DURING event (920) 323-0426

Contact name DURING event (if different)

12507 W Hillcrest Rd

Street Address

Whitehall, WI 54247

E-mail address clodal@LSOL.net
of event organizer

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.

Silver Creek Park - SAFETY Patrol Picnic For 5th 6th grade
CROSSING GUARDS, THIS YEAR 740 children will be
Attending, THIS is our 65th year - THE Manitowoc SAFETY
Patrol Association which is a local group of Individuals
also gets help from the Manitowoc Police Dept, THE fire
Department and THE Manitowoc Parks Department

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

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

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



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? 740 children - 60 Adults

How many vendors will be at your event? 0 How many vehicles? 20-25 in parking lot

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: 10 AM - 2:00 PM

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

If yes, please describe: TOWER

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: Restroom at Silver Creek Park

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: THEY ARE PART OF OUR EVENT - HELP PATROL AREA -

OFFICE BUKE JACOBS
 Name of Security Coordinator

(920) 323-0426
 Phone # before event

(920) 323-0426
 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 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.

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): Park Rental Fees, Delivery Fees, Equipment Fees, TO SUM IT UP ALL FEES,

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: NO FEES WILL BE CHARGED TO THE KIDS DONATION LETTERS SENT TO AREA BUSINESSES, SERVICE GROUPS AND CITIZENS TO HELP COVER COST OF PICNIC
 What are your estimated revenues and what will the revenues be used for? TOTAL AVERAGE \$4000 OR TOTAL EXPENSES \$3900 - HOT DOGS, ICE CREAM, SNACKS, JUICE DRINKS PRIZES - BIKES - GYM BAGS -

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 11 / 02 / 1956

Signature of Applicant: Roger L. Lodel

Date: 3-10-2016

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GAMES

2-ring toss
2-bean bag
1-cain game
12-gunny sacks
tug-o-war rope { 50' }

SOUND SYSTEM

speakers & stands
radio
mic. & stand
1-ext. cord
1-power outlet cord

PHONE NUMBERS

McMullen & Pitz 682-0131 ROPE
Red Arrow 683-5500 SAWDUST

5-nesco's
2-coffee pots
box of ext. cords CP
box of pencils
1-bag of caulk
1-caulker

1-cooler filled / ice
(3) 2-coolers for drink / ice
- Short hose to fill Drinks
1-first aid kit
tool box

CLEANING SUPPLIES

1box-sos pads
dish soap
bleach
dish towels
4-old towels
2 buckets-scrubs

PARK SHOP

3 rolls-snow fence
35-fence posts
wire ties & tool
fence pounder

CP

blue barrel of rope

2 gravel shovels
2 grass rakes

Please HAVE Bathrooms Cleaned AND well stocked.

Deborah Neuser

From: Sandy Ronski
Sent: Friday, March 11, 2016 12:59 PM
To: SpecialEvents
Subject: Dept. Recommendation Form - Safety Patrol Picnic 05-18-16 (Rain date 05-19-16)
Attachments: Dept Recommendation Form - Safety Patrol Picnic.pdf; Safety Patrol Picnic 05-18-16 or 05-19-16.pdf; Safety Patrol Picnic List from Roger Lodel 05-20-15.pdf

- Event date is 5/18/16; Rain date is 05/19/16
- Roger forgot his picnic equipment list today, but said it is the same as the one in 2015.
- The name of their organization has changed (see the application form), and they are now a 501(c)(3) organization.

Sandy Ronski
Operations Clerk II
Cemetery, Parks, Transit, and Streets & Sanitation Divisions
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
Phone: 920-686-6518
Fax: 920-686-6525
www.manitowoc.org