



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



November 2, 2016

Julie Lyn Ribley
702 State St.
Manitowoc, WI 54220

Dear Ms. Ribley:

RE: Polar Express by Trolley – December 9-10, 2016

Your request for temporary no parking in front of 818 Franklin St. for 3 trolleys to park on December 9 & 10, 2016, for the Polar Express event, was acted upon by the Special Events Committee at the meeting of Monday, October 31, 2016. Please call the Department of Public Works at 686-6550 and press 0 to speak to an operator to arrange for the temporary no parking signs.

At said meeting the Committee unanimously granted your request.

At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to dneuser@manitowoc.org. Special Events Insurance Requirements are also enclosed.

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

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

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



CAF

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/31/2016

EVENT NAME: Polar Express by Trolley (REVISED REQUEST)

ORGANIZER: Lakeshore CAP - Julie Lyn Ribley

EVENT DATE: 12/9 - 12/10/16

NEW OR RECURRING: New (Revision #2)

LOCATION/DESCRIPTION: Requesting temporary no parking in front of 818 N-8th St. *Franklin*
for 3 trolleys to park

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	36
TOTAL	36

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	50
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	50
GRAND TOTAL	86

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Julie Lyn Ribley
[Signature]
[Signature]
[Signature]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Deborah Neuser

From: Sandy Ronski
Sent: Monday, October 24, 2016 12:17 PM
To: SpecialEvents
Subject: RE: Polar Express by Trolley 12-09-16 to 12-10-16 (Request for temporary no parking on Franklin St.)

I called Julie back & let her know that the Special Event Committee is recommending to deny her request to close Franklin Street on those dates, because the street is a salt/bus route. I suggested using a nearby alternative, such as the Farmers' Market lot, but she said that would not work for their group as they do not want the children standing outside in the cold. She said that they have about 400 people/night at the event. Instead, they would like to request temporary no parking in front of the Treehouse Theater at 818 Franklin St. (enough to reserve room for 3 trolleys to park). I told her that the committee would review this request at their next meeting and let her know.

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

From: Sandy Ronski
Sent: Thursday, October 20, 2016 3:49 PM
To: SpecialEvents
Subject: FW: Dept. Recommendation Form - Polar Express by Trolley 12-09-16 to 12-10-16

There has been a significant change to the Polar Express event, so please complete another Dept. Recommendation Form.

They will no longer be using the Lincoln Park Fieldhouse. Instead, they will be gathering at the Treehouse Theater, 818 Franklin St., and traveling to the Holiday Inn. They are now requesting that Franklin St. between S 8th & S 9th be closed on both days of their event.

Thank you,

Sandy Ronski
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From: Sandy Ronski
Sent: Thursday, March 03, 2016 2:30 PM
To: SpecialEvents
Subject: Dept. Recommendation Form - Polar Express by Trolley 12-09-16 to 12-10-16

Sandy Ronski
Operations Clerk II
Cemetery, Parks, Transit, and Streets & Sanitation Divisions
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Deborah Neuser

From: Sandy Ronski
Sent: Thursday, October 20, 2016 3:49 PM
To: SpecialEvents
Subject: FW: Dept. Recommendation Form - Polar Express by Trolley 12-09-16 to 12-10-16
Attachments: Dept Recommendation Form - Polar Express by Trolley.pdf; Polar Express - Revision #1 12-09-16 to 12-10-16.pdf

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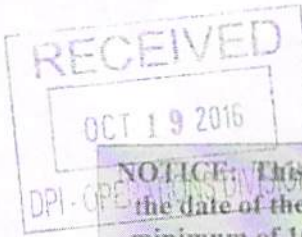
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City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

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: Polar Express

2. Date of Event: _____ If multiple days, Start Date: 12/09/2016 End Date: 12/10/2016
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 2:00 pm AM/PM Actual Start Time: 3:00 pm AM/PM Finish Time: 9:30 pm AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:
Lakeshore Community Action Program - Court Appointed Special Advocate

Name of organization responsible for event
Julie Lyn Ribley Telephone # PRIOR TO event (920) 242 6727

Name (first, middle, and last) of event organizer
Telephone # DURING event (920) 242 6727

Contact name DURING event (if different)
702 State Street

Street Address
Manitowoc, WI 54220 E-mail address julier@lakeshorecap.org

City, State, Zip
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.

We would just like to have the block of 8th & Franklin closed for the CASA/LFR Polar Express Event. The event will include 3 trolleys in the front of the Manitowoc Treehouse (818 Franklin Street)

Trolleys will travel to Holiday Inn for event.
(event is no longer using Lincoln Park Fieldhouse)

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) 686-3380.*

Does the event require streets to be closed? Yes No If yes, which street(s): _____

Franklin Street between 8th & 9th Street

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? 400 each night

How many vendors will be at your event? _____ How many vehicles? _____

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: A train horn

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: _____

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.

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):

Rental fees for Barricades

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

This is a fundraiser for Lakeshore CAP

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 05/19/66

Signature of Applicant: _____

Date: 10-12-16