

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 6/6/2018

**EVENT NAME:** Summer Carnival

**ORGANIZER:** Manitowoc Public Library - Julia Lee

**EVENT DATE:** 8/4/2018

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Free community day open to the public; live music, bounce houses, a dunk tank, water balloon catapult, duck pond, bingo, cooking/grilling demo, etc.; closure of Quay St. from S 6 to S 8; llamas present

**ESTIMATED CITY COSTS:**

POLICE	0
FIRE	0
PARKS	507
RECREATION	
STREETS	320
<b>TOTAL DEPT. COSTS</b>	<b>827</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	250
<i>(if delivery requested)</i>	
<b>WAIVED -ROOM TAX</b>	<b>1077</b>
NON-WAIV. STAKE PERMIT	50

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE

DENY

*Ly Maj*  
*Todd Ho*  
*Scott* *Winters*  
*[Signature]*



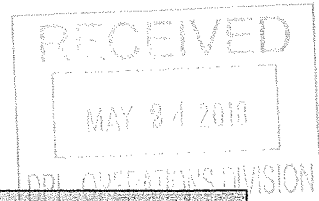
**COUNCIL ACTION REQUIRED:**

Closure of Quay St. from S 6th to S 8th; Llamas present at event

**ITEMS TO INCLUDE IN LETTER:**

[Empty box for items to include in letter]

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: Summer Carnival

2. Date of Event: 08/04/2018 If multiple days, Start Date: 08/03/2018 End Date: 08/04/2018  
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 6:00 am AM/PM Actual Start Time: 9:00 am AM/PM Finish Time: 1:00 pm AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:  
Manitowoc Public Library  
Name of organization responsible for event  
Julia Nichole Lee Telephone # PRIOR TO event ( 920-686-3025 )  
Name (first, middle, and last) of event organizer  
Telephone # DURING event ( 920 629-6037 )  
Contact name DURING event (if different)  
707 Quay Street  
Street Address  
Manitowoc, WI, 54220 E-mail address jlee@manitowoc.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](http://www.manitowoc.org).

Manitowoc Public Library and Grow It Forward are collaborating to provide community members a carnival to celebrate our Farmer's Market, the Summer Reading Program, and Manitowoc Public Library's 20th anniversary at our current space. The carnival will run from 9:00am-1:00pm and will include live music, bounce houses, a dunk tank, a water balloon catapult, a duck pond, BINGO, cookie decorating, a cooking/grilling demo, and the vendors selling wares at the Farmer's Market (map and detailed listing of events attached).

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  
Quay Street (from 6th Street to 8th 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? 500-600

How many vendors will be at your event? Usual Farmer's Market How many vehicles? Usual Farmer's Market

Do you require any special parking restrictions?  Yes  No If yes, what type, when, and where:

Quay Street closed from 6th to 8th

*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: 9:00am - 1:00 pm

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. Llamas at normal Farmer's Market vendor location

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:

**Normal Port-a-Potties in the Farmer's Market**

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 deliver street barricades to the 8th street and 6th street intersections of Quay. We will also need barricades at the Quay Street entrance of the library parking lot. We will need the 12 picnic tables lined up on Quay street (see map) for the live music and BINGO. Please deliver the risers on Quay street outside the library to set up the band area (see map). The Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*	Cost/Day	=	Total	
Barricades		X			=		Flashers
2'		X		\$3.00	=		Flashers
3'		X		\$3.00	=		
8'	6	X	2 3	\$4.00	=		
Rail type-long		X		\$2.00	=		
Rail type-short		X		\$2.00	=		
Channelizer Drums		X		\$3.00	=		
Cones					=		
18"		X		\$1.50	=		
28"		X		\$1.50	=		
Safety vests		X		No charge	=	No Charge	
Snow fence					=		
Rolls		X		\$4.00	=		
Posts		X		No Charge	=	No Charge	
Post driver/pounder		X		No Charge	=	No Charge	
Traffic signs		X		\$2.00	=		Description
		X		\$2.00	=		Description
		X		\$2.00	=		Description
Traffic signs (Portable)		X		\$3.00	=		Description
		X		\$3.00	=		Description
		X		\$3.00	=		Description

Other (list items and amounts) Street Closed sign for the intersection of 8th and Quay.

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'		X		\$5.00	=		
Park benches		X		\$7.00	=		
Picnic tables	12	X	2 3	\$7.00	=	252	
Risers, platform	48" 1	X	2 3	\$15.00	=	45	Description 10 x 6" risers, 4 x 12'
Security stanchions		X		\$ 5.00	=		
Tent, 10'x10'		X		\$30.00	=		
Tent, 10'x20'	2	X	2 3	\$35.00	=	210	
Ticket booths, outdoor		X		\$15.00	=		
Trash cans		X		No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***		X		\$240.00	=		

Other (list items and amounts): 10 x 6" risers, 4 x 12" risers, 4x18" risers

Parks \$507

**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? Electric outlet in Quay parking lot  
 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):

The library is a city entity providing a public event free of charge for all community members. We request that all fees be waived.

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

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

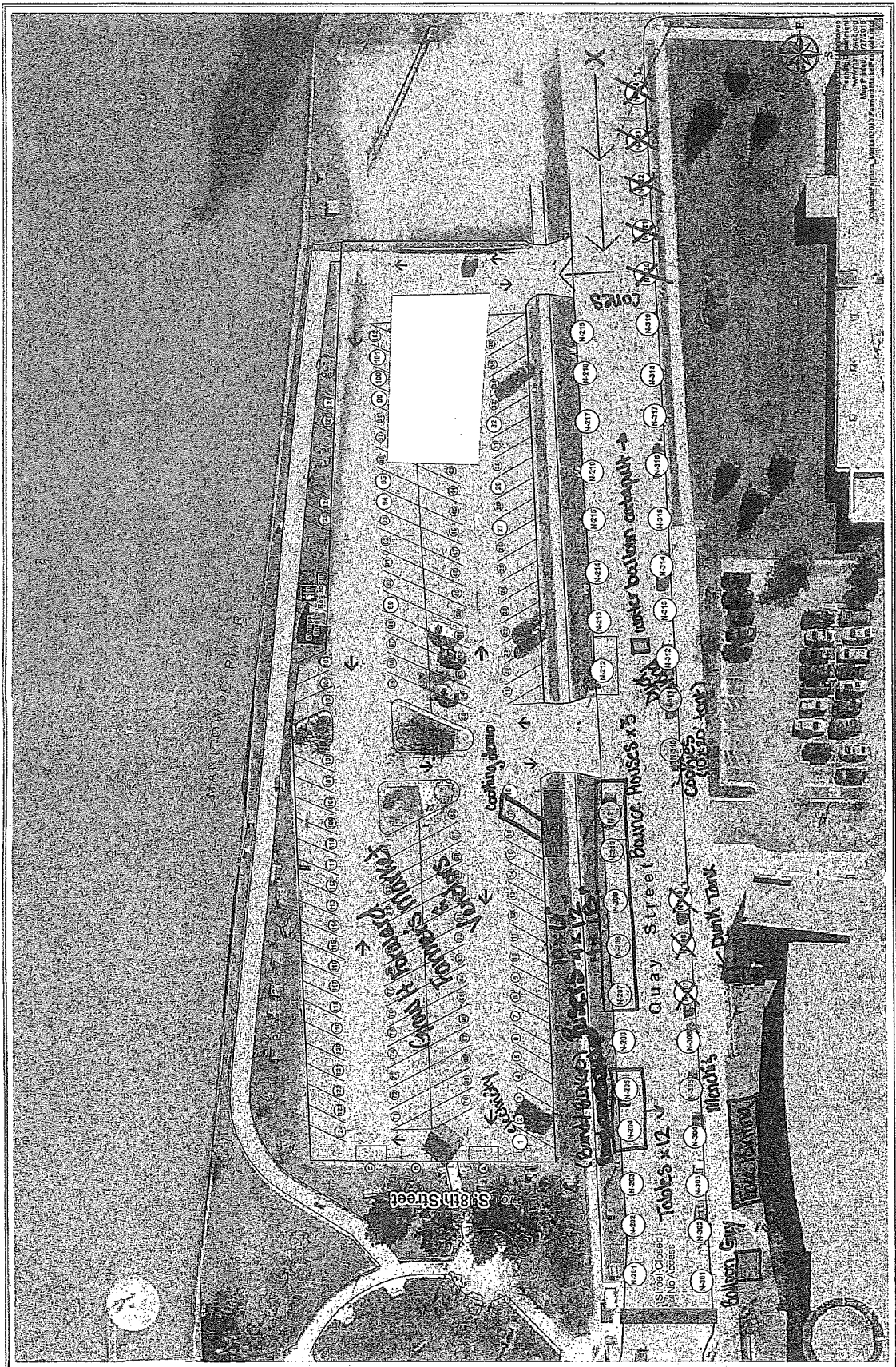
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees 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 / 27 / 1988

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



Manitowoc Public Library and Grow It Forward will be hosting a community carnival on Saturday, August 4<sup>th</sup>, 2017 from 9:00am-1:00pm. The carnival will be a celebration of the community's involvement in our Summer Reading Program, the Farmer's Market, and a great way to get community members to enjoy the Lakeshore.

The event will be completely free and open to the public. Activities we have planned for the carnival include:

1. Bounce Houses (x3)
2. Face Painting
3. Sidewalk Chalk
4. Rubber Duck Pull
5. Water Balloon Catapult
6. BINGO
7. Cookie Decorating
8. Balloon Artist
9. Farmer's Market Vendors
10. Cooking/Grilling Demo
11. Live Music

In order to host such a large event in a safe manner, Manitowoc Public Library requests that a portion of Quay Street be closed from 8<sup>th</sup> street to 6<sup>th</sup> street (see map). Closing Quay Street from 8<sup>th</sup> street to 6<sup>th</sup> street will allow us to have room for tables and risers for scheduled live music and BINGO games. This will also eliminate the danger of community members crossing traffic. The street and parking lot would need to be closed beginning at 6:00 am on August 3<sup>rd</sup> in order to set up and would reopen following the clean-up of the event (the carnival ends at 1:00pm on Saturday, August 4<sup>th</sup>). We would also request that the picnic tables, risers, tent, and barricades be dropped off at the library on August 3<sup>rd</sup> for set up.

To make the live music possible, we are requesting 10 6" risers, 4 12" risers, and 4 18" risers. To make the closings visible, we also request 8' barricades be in place for the safety of our patrons. We are also requesting 2 10x12' tents and trash bins for the event, and recycling bins (if available).

Since this is a free event open to the public and hosted by a city institution, Manitowoc Public Library requests that all fees related to the closing of the street, parking lot, barricade, tent and riser rentals be waived.