



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



April 9, 2019

Bay-Lakes Council, BSA
Chris Weber
2555 Northern Rd.
PO Box 267
Appleton, WI 54912

RE: Lakeshore District Spring Camporee – Silver Creek Park – May 3-5, 2019

Dear Mr. Weber:

The above request was acted upon by the Special Event Committee at the meeting on April 3, 2019, at which time the committee granted your request.

You must also complete a special Event Campground application with the Manitowoc County Health Department. The phone number to contact the Health Department is 920-683-4115.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

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

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

Enclosures

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
Karen Dorow, Business Manager

Deborah Neuser, CMC, City Clerk
CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543
Phone (920) 686-6950 · Fax (920) 686-6959 · dneuser@manitowoc.org

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/3/2019

EVENT NAME: Lakeshore District Spring Camporee

ORGANIZER: Bay Lakes Council Boy Scouts of America - Chris Weber

EVENT DATE: May 3-5, 2019

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of Silver Creek Park for tent camping event for fun, food & service

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	750
RECREATION	
STREETS	0
TOTAL DEPT. COSTS	750

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	100
DELIVERY CHARGES <i>(if delivery requested)</i>	
WAIVED -ROOM TAX	750
NON-WAIV. STAKE PERMIT	50

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

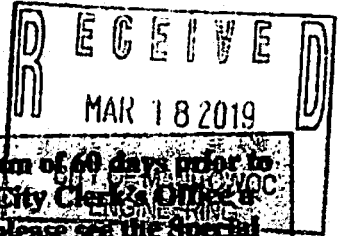


COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Must complete a Special Event Campground Application with the Manitowoc County Health Department

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: Lakeshore District Spring Camporee
- 2. Date of Event _____ If multiple days, Start Date: 5/3/19 End Date 5/5/19
Include dates and times needed for setup and take down / cleanup.
- 3. Time Event will Begin Setup: 12:00 AM(PM) Actual Start Time: 5:00 AM(PM) Finish Time 12:00 AM(PM)
- 4. Name and Complete Address of Organization/Individual Organizing the Event:
Bay-Lakes Council, Boy Scouts of America
Name of organization responsible for event
Chris, Scott, Weber Telephone # PRIOR TO event (920), 973 0946
Name (first, middle, and last) of event organizer
Telephone # DURING event (_____) 11
Contact name DURING event (if different)
2555 Northern Rd. / PO Box 267
Street Address
Appleton, WI, 54912 E-mail address chris.weber@scouting.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.
This event is a weekend long campout for local scouts and leaders. The purpose is to bring scouts together for fun, fellowship, and service. Silver Creek Park is the proposed site.

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.)?
Disc golf course, Soccer field, concessions, sled hill, field house

Have you reserved the park &/or park facilities? Yes No If no, please contact the Parks Division at (920) 680-3580.

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? 200

How many vendors will be at your event? 0 How many vehicles? 30-40

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: _____

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 688-3580 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 (926) 688-6552

Will any fireworks or pyrotechnic devices be used during the event? Yes No

If yes, contact the Fire Department at (926) 688-6560 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 users: _____

Two portable restrooms and two portable sinks

Will alcohol beverages be served? Yes No If yes, a Special Class B License will show sold, use or best sold or other: _____

Please contact the City Clerk's Office at (926) 688-6580 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 N/A

8. Equipment Needed for Your Event: N/A

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 handwagon, 35x8'**	_____	X _____	X \$240.00	= _____	
Other (list items and amounts)					

TOTAL RENTAL CHARGES \$0

*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 handwagon 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 for 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
 Signs 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 Department? Yes No If yes, please describe: _____

Name of Security Contractor: _____

Phone # of contractor: _____

Phone # of 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. Your City Representative/Contractor hired by the Special Events Committee has the authority to sign the contract for all contracted services. The City also has authority to cancel or suspend any contract. Changes will apply the City, terms or changed or signed. Please contact the City Clerk's Office for more information.

Is a waiver of some or all fees requested? Yes No

If yes, please explain what items you are requesting and the amount.

Waiver fees - Personal liability and auto liability will be waived. Please include why the fees are being waived for the event. _____

Will anyone be performing any work on the event grounds, or will there be any construction or other work on the event grounds?

Name of contractor: _____

Phone number: _____

What are your intended activities and other work on the grounds, planned for: _____

(57,000) feet, large amount of work, and other work on the grounds. _____

Please note that the City and its representatives will not be responsible for any damage to property or persons that may occur during the event. The City reserves the right to cancel or suspend any contract. Changes will apply the City, terms or changed or signed. Please contact the City Clerk's Office for more information.

12. Legal Notice

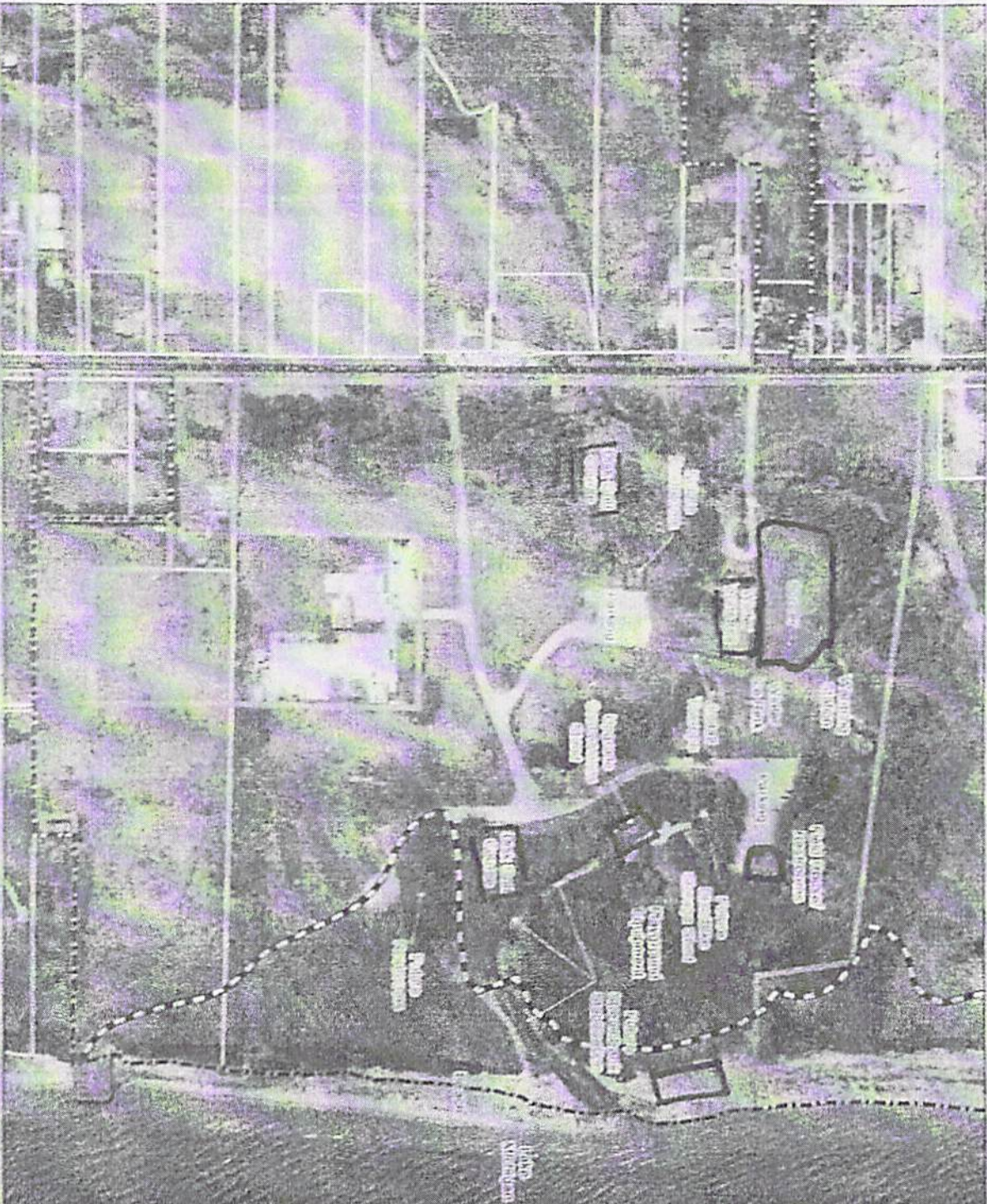
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, state 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 6/01/1989

Signature of Applicant: _____

Date: 3/15/19



- Amenities:
- Compassion Stand
- Disc Golf
- Field House
- Fishing
- Chilling
- Horsehoes
- Ice Skating
- Open Air Shelter
- Picnic Areas
- Playground Areas
- Restrooms
- Restrooms
- Open Air Shelter
- Ice Skating
- Horsehoes
- Chilling
- Fishing
- Field House
- Disc Golf
- Compassion Stand

- Legend**
- Existing Trail
 - Proposed Amenities
 - Park Boundary
 - Municipal Boundary



Map prepared by:
City of Manitowish
Planning Department
Map Printed April 2017

Silver Creek Park

City of Manitowish, Wisconsin

