



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



June 21, 2019

Jason Prigge
Manitowoc Sunrise Rotary
858 S. Rapids Rd.
Manitowoc, WI 54220

RE: Sunrise Rotary Annual Lighthouse Tour – July 13, 2019

Dear Mr. Prigge:

The above request was acted upon by the Special Events Committee at the meeting on June 19, 2019, at which time the Committee granted your request.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements. Manitowoc Lighthouse, LLC must be listed as additional insured on the insurance certificate.

If you have any questions, please contact me at 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: 6/19/2019

EVENT NAME: Lighthouse Tour

ORGANIZER: Sunrise Rotary - Jason Prigge

EVENT DATE: 7/13/2019

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Open house at the north pier lighthouse; sell tickets with proceeds going to scholarships & youth activities

ESTIMATED CITY COSTS:

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

ESTIMATED EVENT HOLDER CHARGES:

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

COMMITTEE CONCERNS:

Recommendation to rent 3 portable restrooms to be placed near the dog park

COMMITTEE DECISION:

APPROVE

DENY

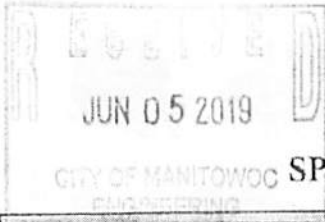
Travis
Jason Prigge
John
Tom

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

Manitowoc Lighthouse, LLC must be listed as additional insured on the insurance certificate



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: Sunrise Rotary Annual Lighthouse Tour

2. Date of Event: July 13, 2019 If multiple days, Start Date: July 13, 2019 End Date: July 15, 2019
 Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 8:00AM AM/PM Actual Start Time: 9:00AM AM/PM Finish Time: 8:00PM AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:
Manitowoc Sunrise Rotary
 Name of organization responsible for event:
Jason Prigge Telephone # PRIOR TO event (920) 645 5434
 Name (first, middle, and last) of event organizer
 Telephone # DURING event (920) 645 5434
 Contact name DURING event (if different)
858 S. Rapids Road
 Street Address
Manitowoc, WI 54220 E-mail address design@vagabondvisual.
 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.

Organize open house at Manitowoc North Pier Lighthouse. Allow people to purchase tickets for entrance to lighthouse with proceeds going to local scholarships, youth support and activities, and youth activities at Wisconsin Maritime Museum.

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): _____

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
4/15



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

How many vendors will be at your event? None How many vehicles? None

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 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 urinals:
Located at west end of breakwater near parking lot

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 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 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:

Dr Barry Bast _____
 Name of Security Coordinator

(920) _____ - _____
 Phone # before event

(920) _____ - _____
 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
 Entrance fee, \$5.00 -\$10.00 per ticket

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

All revenue will be used for supporting local youth activities and scholarships.

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 7, 20, 1944

Signature of Applicant: Paul Roebke

Date: 6/5/2019

Sandy Ronski

From: Stacey Groll
Sent: Wednesday, June 05, 2019 8:19 AM
To: Sandy Ronski; Karen Dorow
Subject: FW: Lighthouse, Sunrise Rotary
Attachments: rotarylighthouse.2019spevent permit.7-5-2019.pdf_000008.pdf

Good Morning,

Attached is the Special Event Application from Sunrise Rotary for the Lighthouse Event I told you about. I don't go over this in too much detail (breezed through it just to make sure it was basically what I had discussed with them when we met this week).

I think the only thing I would draw your attention to would be the restrooms. Am I reading this correctly? It seems like they'd be planning to use the restroom already in place – the one in the parking lot. Based on my experience having an open house there last summer, I would highly recommend that they rent up to 3 portable restrooms and have them placed out near the dog park. Last year, we had people waiting in line for long periods of time, there were children, elderly, people of all ages, and I'd hate to have some kind of restroom necessity, and not have facilities out there. Your call.

The other reminder is just about the insurance requirement. The lighthouse owner is requiring that they list Manitowoc Lighthouse LLC as additional insured.

If you have questions, or things don't seem to be going right, please let me know early on so the concerns can be addressed. Thank you.

Stacey L. Groll

Assistant to Mayor Justin M. Nickels

City Hall | 900 Quay Street | Manitowoc, WI 54220
920.686.6980 | sgroll@manitowoc.org
www.manitowoc.org

"Be mindful. Be grateful. Be positive. Be true. Be kind." – Roy T. Bennett

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From: PAUL ROEKLE [<mailto:proekle@comcast.net>]

Sent: Tuesday, June 04, 2019 5:27 PM

To: Stacey Groll

Cc: Jason Prigge; Dennis Huckins; Bast Barry; Woznick Mike; Bernhart, Kathy; Marcia Christiansen

Subject: Lighthouse, Sunrise Rotary

Hello Stacey,

Thank you for arranging Rotary's visit to the lighthouse and attending our planning meeting on Monday. Your input was greatly appreciated.

Attached is our Special Event Permit Request.

As soon as I hear from you, I will contact our insurance company for the certificate of insurance. I can use a copy of the Permit request to satisfy their requirement for a "contract".

Thank you,
Paul