

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/7/2016

EVENT NAME: Balloon Glow

ORGANIZER: Manitowoc City Center Assoc - Gary Stolp

EVENT DATE: 8/19/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Hot air baloon display, kids inflatables & games, music, food & beverage sales. Use of library parking lot, Burger Boat Park, and Farmers' Market lot; Closure of Quay St. between S 7th & 8th; Use of parks equipment; Request to sweep area on Friday of event

ESTIMATED CITY COSTS:



POLICE	70
FIRE	0
PARKS	2316
RECREATION	
STREETS	329.45
TOTAL	2715.45

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	100
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	100
GRAND TOTAL	2815.45

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE		DENY
		

COUNCIL ACTION REQUIRED:

Closure of Quay St. between S 7th & S 8th

ITEMS TO INCLUDE IN LETTER:

Contact MFRD to review layout of event & safety exclusion for spectators as well as to establish an evacuation plan with MPD assistance.

RECEIVED

JUN 21 2016

DPI - OPERATIONS DIVISION

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: Balloon Glow - Downtown Riverfront

2. Date of Event: 08/19/2016 If multiple days, Start Date: _____ End Date: _____
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: 5:00 pm AM/PM Finish Time: 10:00 pm AM/PM

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

Manitowoc City Center Association (MCCA) / Manitowoc Two Rivers Chamber of Commerce

Name of organization responsible for event

Gary Stolp

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

Telephone # PRIOR TO event (920 905 1771)

Telephone # DURING event (920 905 1771)

Contact name DURING event (if different)

P.O. Box 845

Street Address

Manitowoc, WI 54221-0845

City, State, Zip

E-mail address lgstolp@lakefield.net

of event organizer

Manitowoc Two Rivers Chamber of Commerce is a 501(c)(3)
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.

Quay St. (between S. 8th & 7th), 'Farmers' Market/Bries Parking Lot, Library Parking Lot
Enjoy the downtown riverfront and watch hot air balloons inflate at dusk. Kids inflatables and games. Music, food & beverages.

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 between S. 8th and 7th

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? 1000

How many vendors will be at your event? 5-8

How many vehicles? ~~100~~ 250

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: 5:00pm-10:00pm

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

If yes, please describe:

Quay St.? Electrical board on Franklin St. (MPU contacted) Library Maintenance contacted

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:

Port-a-potties located northeast of the library parking lot (8) (-7)

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

5. 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:

No items requested

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	14	X	3	X	\$7.00	=	28.00	84
Rail type-short		X		X	\$2.00	=		
Channelizer Drums		X		X	\$3.00	=		
Cones								
10"		X		X	\$1.50	=		
28"	20	X	3	X	\$1.50	=	30.00	90
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'	14	X	1	X	\$5.00	=	70.00	210
Park benches	36	X	3	X	\$7.00	=	252.00	756
Picnic tables	30	X	3	X	\$7.00	=	210.00	630
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	\$25.00	=		
Ticket booths, outdoor		X		X	\$15.00	=		
Trash cans	20	X	3	X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'	1	X	1	X	\$240.00	=	240.00	720
Other (list items and amounts):								

TOTAL RENTAL CHARGES

~~830.00~~ 830.00 + 2490

*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? sub panel off of Guy St.
 Other _____ Yes No If electric, where will item be plugged in? _____

If yes for any, give a detailed explanation under #5.

Bounce house & Giant slide weighted down by sand

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:

Michelle Linville
Name of Security Coordinator

(920) 684-7445
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):

All fees, non-profit function to enhance value of riverfront & downtown

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

Vendor fees, concessions sold, sponsors

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

\$7500, pay for balloonists(\$4000) Music (\$1000) Insurance (\$700) Concessions (\$1200) Ads (\$750)

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.

Deborah Neuser

From: Sandy Ronski
Sent: Friday, June 24, 2016 10:28 AM
To: SpecialEvents; Cheryl Stewart
Subject: RE: Dept. Recommendation Form - Balloon Glow 08-19-16
Attachments: Balloon Glow signature page - 2016.pdf

Gary Stolp stopped here today and dropped off the attached signature page for the Balloon Glow application.

Cherilyn: Gary mentioned he would try to contact you today as it sounds like Balloon Glow wanted to use the majority, if not all, of the library parking lot, but he heard that the library might be planning a laser tag event there.

Chad: They would like to place the bandwagon in the street again in the same place. They would prefer to get it earlier in the morning (around 8 or 9), if that works, but he realizes that requires closing the street that early. I'm not sure when you need the street re-opened, but just a reminder that Jenell Krizek from the Manitowoc County Fair event asked about having the bandwagon delivered sooner than Monday, if possible. Gary also asked about using the cord that went from Franklin St. to Quay St. last year. He was not sure if that was our cord or the museum's. I did mention to him that there were some upgrades being made in the area for Subfest, but I was not sure if that would help their event or not. I told him that I would have you call him.

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, June 23, 2016 2:44 PM
To: SpecialEvents
Subject: Dept. Recommendation Form - Balloon Glow 08-19-16

Sandy Ronski
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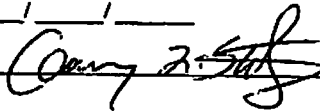
12. Legal Notice

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 ____/____/____

Signature of Applicant:



Date:

06-17-2016