

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/31/2015

EVENT NAME: Courthouse Pub Annual Street Party

ORGANIZER: Courthouse Pub LLC - John Jagemann

EVENT DATE: 9/20/2015

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Washington St betw S 7 & 8th closed for annual street party as a customer thank you which benefits the Domestic Violence Center & the Haven. Live music, prize giveaways, food & beverage sales.

ESTIMATED CITY COSTS:

STREETS	126
PARKS	210
RECREATION	
FIRE	0
POLICE	
TOTAL	336

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

NWR
SE
TMS
[Signature]
John Jagemann

COUNCIL ACTION REQUIRED:

Street closure: Washington St from S 7th to S 8th; Extension of premise needed

ITEMS TO INCLUDE IN LETTER:

Event: Courthouse Pub Street Party

Return To: Sandy - Parks
Event Date: 09-20-15

REVIEWING DEPARTMENT RECOMMENDATION

POLICE
(686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

FIRE
(686-6500) N/A

DEPT. CHARGES

LABOR N/A OTHER N/A
EQUIP. N/A TOTAL N/A

Dept. Head or Designee Name Todd Blaser Date 08 / 26 / 15

PARKS
(686-3580)

DIVISION CHARGES

FEES DUE BY ORGANIZER

RENTAL _____ LATE APPL. FEE _____
OTHER _____ STAKE PERMIT _____
TOTAL _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

REC.
(686-3060)

DIVISION CHARGES

RENTAL _____
OTHER _____
TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

STREETS
(686-6550)

DIVISION CHARGES

RENTAL _____
OTHER _____
TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

Event: Courthouse Pub Street Party

Return To: Sandy - Parks
Event Date: 09-20-15

REVIEWING DEPARTMENT RECOMMENDATION

POLICE
(686-6500)

[Empty box for Police recommendation]

DEPT. CHARGES

LABOR _____
EQUIP. _____

OTHER _____
TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

FIRE
(686-6500)

[Empty box for Fire recommendation]

DEPT. CHARGES

LABOR _____
EQUIP. _____

OTHER _____
TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

PARKS
(686-3580)

10 picnic tables

DIVISION CHARGES

RENTAL 210
OTHER _____
TOTAL 210

FEES DUE BY ORGANIZER

LATE APPL. FEE _____
STAKE PERMIT _____
TOTAL _____

*Street Closure
extension
of premise*

Dept. Head or Designee Name Allen Quinn Date 8 / 25 / 15

REC.
(686-3060)

[Empty box for REC. recommendation]

DIVISION CHARGES

RENTAL _____
OTHER _____
TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

STREETS
(686-6550)

[Empty box for Streets recommendation]

DIVISION CHARGES

RENTAL _____
OTHER _____
TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

Event: Courthouse Pub Street Party

Return To: Sandy - Parks
Event Date: 09-20-15

REVIEWING DEPARTMENT RECOMMENDATION

POLICE
(686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

FIRE
(686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

PARKS
(686-3580)

DIVISION CHARGES

FEES DUE BY ORGANIZER

RENTAL _____ LATE APPL. FEE _____
OTHER _____ STAKE PERMIT _____
TOTAL _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

REC.
(686-3060)

DIVISION CHARGES

RENTAL _____
OTHER _____
TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

STREETS
(686-6550)

Road Closure must be setup per Manual of Uniform Traffic control guidelines. Original traffic control requested not applicable.

DIVISION CHARGES

RENTAL 1260
OTHER _____
TOTAL 1260

Dept. Head or Designee Name *[Signature]* Date 9/27/15

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

AUG 26 RECD

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: Courthouse Pub Annual Street Party
2. Date of Event: 09/20/2015 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 7:00 am AM/PM Actual Start Time: 12:00 pm AM/PM Finish Time: 5:00 pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Courthouse Pub LLC
Name of organization responsible for event
John M Jagemann Telephone # PRIOR TO event (920 686 1166)
Name (first, middle, and last) of event organizer
Same Telephone # DURING event (920 242 3341)
Contact name DURING event (if different)
1001 South 8th Street
Street Address
Manitowoc, WI 54220 E-mail address: john@courthousepub.com
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.

The eastern-most block of Washington Street, between South 8th Street and South 7th Street, both lanes, closed for our annual Street Party, as a thank you to our customers and benefiting the Manitowoc County Domestic Violence Center and The Haven. Event with include food an beverage service, live music and prize give aways

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): eastern
The eastern-most block of Washington St.
between 8th Street and 7th 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

How many vendors will be at your event? One How many vehicles? Approx 50 at a time

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: Noon until 5:00 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. _____

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:
Porta Pottys

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:

In cordoned off area of 8th Street

Estimate - May be adjusted within the next few days to reflect possible plan adjustments

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*	Cost/Day	=	Total	
Barricades							
2'		X		\$3.00	=		Flashers
3'		X		\$3.00	=		Flashers
8'	9	X	3	\$4.00	=	108	
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	9	X	3	\$2.00	=	18	Description Road closed ahead
		X	3	\$2.00	=	6	Description Road closed ahead
		X		\$2.00	=		Description
Traffic signs (Portable)		X		\$3.00	=	7	Description Road Closed Ahead
		X		\$3.00	=		Description
		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		\$5.00	=		
Park benches		X		\$7.00	=		
Picnic tables	10	X	3	\$7.00	=	210	Description
Risers, platform		X		\$15.00	=		
Security stanchions		X		\$ 5.00	=		
Tent, 10'x10'		X		\$30.00	=		
Tent, 10'x20'		X		\$35.00	=		
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):							

TOTAL RENTAL CHARGES

130.00 330

*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? _____
 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:

Brian Sobel
 Name of Security Coordinator

(920) 242 - 7591
 Phone # before event

(920) 242 - 7591
 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

Food, soda, wine and beer will be sold during the event

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

Revenue estimated to be about \$2000.00; profit will be donated to DVC and The Haven


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**

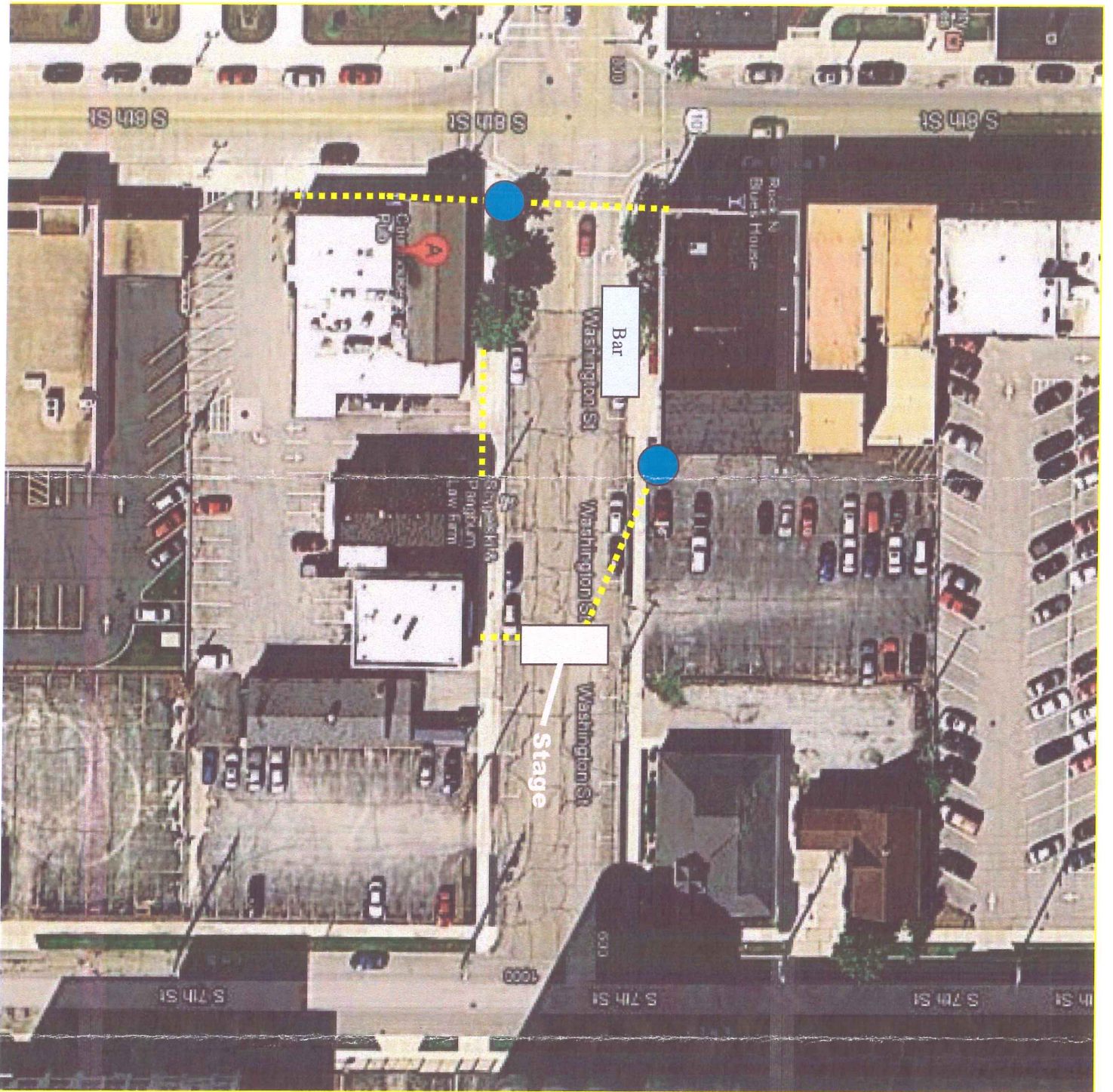
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees 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 08 24 1945

Signature of Applicant: 

Date: August 25, 2015



 Fencing

 Supervised Entrance
 Wrist bands

Courthouse Pub
 Street Closure
 7:00 AM Sunday, Sept 20
 Through
 7:00 PM Sunday, Sept. 20



August 20, 2015

Ms. Jennifer Hudon
City Clerk - City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

Dear Jennifer:

On Sunday, September 20, 2015, the Courthouse Pub wishes to hold a street party similar to the events we held since 2011.

Once again we are asking permission to close down Washington Street between Eighth Street and Seventh Street. We wish to close this section of roadway from 7:00 AM Sunday, September 20, until 7:00 PM Sunday, September 20, 2015. The section we wish to close is shown on the attached pdf of the block.

We also wish to serve fermented malt products and intoxicating liquors under our Class B Retail License No. TAV-154945 issued on the 24th of June 2015. The Courthouse Pub will hold its Street party on Sunday, September 20, and therefore we are requesting an extension of our premises description for that day to include the fenced-in area on Washington Street, between S. 7th and S 8th Street, as shown on the attached site photograph.

As shown, the subject area will be totally enclosed with "snow-type" fencing and the facades of the various buildings within the designated area. Guests will enter via two controlled entrances. Guest ID's and/or drivers licenses will be checked at these entrances and hand stamps will be used to identify guest whose DOB is September 20, 1994 or earlier.

We are aware that we must barricade this section of Washington Street with 5 to 6 Type III barricades with Road Closed signage, as well as placing a 3' folding barricade with a Road Closed Ahead sign in the parking lane on the east side of the crosswalk in front of 823 South 8th Street. We will make arrangements with the Department of Public Works for these barricades and signs.

Should you have any questions or need more information before passing this request on to the Council, please do not hesitate to call or email me.

Thank you for your assistance.

Sincerely,


John M. Jagemann

1001 South Eighth Street – Manitowoc, Wisconsin 54220
Across from the Courthouse
Phone: 920-686-1166: Fax: 920-686-1227 Cell: 920-242-3341
john@courthousepub.com

Rec'd 8-24-15