

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/26/2020

EVENT NAME: July 3rd Celebration

ORGANIZER: Brennan Seehafer Productions, LLC - Brennan Seehafer

E-MAIL ADDRESS: brennan@brennanseehafer.com

EVENT DATE: 7/3/2020

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Briess lot & Burger Boat Park for live music, food vendors & refreshments; use of Parks equipment; extra portable toilet cleanings; use of electrical panels; waiver of noise ordinance; street closure

DISCUSS ADA ACCESSIBILITY (Parking, toilets, ADA picnic tables, etc.) \_\_\_\_\_

ELECTRICAL NEEDED \_\_\_\_\_

GARBAGE PICKUP \_\_\_\_\_

WATER NEEDED \_\_\_\_\_

EVENT SIGNS \_\_\_\_\_

INFLATABLES/TENTS/FENCING \_\_\_\_\_

STREET CLOSURE TIME \_\_\_\_\_

PARKS DELIVERY TIME \_\_\_\_\_

COMMITTEE CONCERNS: *relocate restrooms as discussed*

COMMITTEE DECISION:

APPROVE

DENY

*[Handwritten signatures in the APPROVE column]*

COUNCIL ACTION REQUIRED:

Closure of Quay St. S 6th to S 8th from 10 pm on 7/2 to 5 am on 7/4; Waiver of noise ordinance until 11:30 p.m.

ITEMS TO INCLUDE IN LETTER:

*4) Restrooms must be relocated as discussed.*

1) When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event. 2) Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee at the City of Manitowoc Parks Office, 900 Quay St. 3) Unless special parking requests were approved, all parking regulations will be enforced.

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: July 3rd Celebration 2020
2. Date of Event: 7 / 3 / 20 If multiple days, Start Date: 7 / 2 / 20 End Date: 7 / 4 / 20  
Include dates and times needed for setup and take down / cleanup. AM CLEAN-UP
3. Time Event will Begin Setup: 8 AM  AM  PM Actual Start Time: 5 PM  AM  PM Finish Time: 11:30 PM  AM  PM

4. Name and Complete Address of Organization/Individual Organizing the Event:  
Brennan Seehafer Productions, LLC  
Name of organization responsible for event

Brennan William Seehafer Telephone # PRIOR TO event (920) 242 3450  
Name (first, middle, and last) of event organizer

\_\_\_\_\_ Telephone # DURING event ( ) ↓

Contact name DURING event (if different) \_\_\_\_\_  
PO BOX 1113  
Street Address

Manitowoc, WI 54221 E-mail address brennan@brennan  
City, State, Zip of event organizer seehafer.com

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.

\* Please see attached documents.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the event be held in a Manitowoc park or utilize any park facilities?  Yes Which park? Briess Lot  No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? \_\_\_\_\_  
Briess Lot

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  
from S. 8th to S. 6th (closed 7/2 @ 10PM - 7/4 @ 5AM)

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

N/A

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? 4,500

How many vendors will be at your event? 10 How many vehicles? 5 on site

Do you require any special parking restrictions?  Yes  No If yes, what type, when, and where: NO parking ON Quay St. from 5.8th to 5.6th.

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: 3:00 PM - 11:30 PM

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

If yes, please describe:

Use of Power Poles (no staff needed) just key

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:

44 portable toilets on site (see attached)

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.

- Gumby's Club For A Cure will take "CLASS B" lic.

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:  
 2 - Day Items delivered on 7/2 @ 8AM  
 1 - Day Items delivered on 7/3 @ 8AM

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'	<u>8</u>	X	<u>2</u>	X	\$4.00	=	<u>\$64.00</u>	
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	<u>(11) 50 FT'S</u>	X	<u>2</u>	X	\$4.00	=	<u>\$88.00</u>	
Posts	<u>55</u>	X	<u>2</u>	X	No Charge	=	No Charge	
Post driver/pounder	<u>2</u>	X	<u>2</u>	X	No Charge	=	No Charge	
Traffic signs		X		X	\$2.00	=		Description
		X		X	\$2.00	=		Description
Traffic signs (Portable)		X		X	\$2.00	=		Description
		X		X	\$3.00	=		Description
		X		X	\$3.00	=		Description
Other (list items and amounts)		X		X	\$3.00	=		Description

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

Banquet tables, 8'	<u>12</u>	X	<u>1</u>	X	\$5.00	=	<u>\$60.00</u>	
Park benches		X		X	\$7.00	=		
Picnic tables	<u>24</u>	X	<u>2</u>	X	\$7.00	=	<u>\$168.00</u>	
Risers, platform		X		X	\$15.00	=		Description
Security stanchions	<u>ALL</u>	X	<u>2</u>	X	\$ 5.00	=	<u>TBD</u>	
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 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 - NOT on blacktop, only grass.  
 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: \_\_\_\_\_

Derek Stevenson  
 Name of Security Coordinator

(920) 973-7332 ( ) \_\_\_\_\_  
 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): Rental fees only to be waived. We will pay for delivery fees as well as power panel fees. In 3 years, over \$20,000.00 has been donated to total non-profits.

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 and Refreshments sold.

What are your estimated revenues and what will the revenues be used for? TBD, a % to be donated.

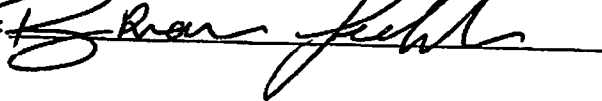
Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

**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 7/22/93

Signature of Applicant: 

Date: 2-17-2020

# VIC FERRARI JULY 3<sup>RD</sup> CELEBRATION - 2020 EMERGENCY PLAN

## **Staff Contact Information**

Producer / Site Manager:	Brennan Seehafer	(920)-242-3450
Crowd Management Director:	Derek Stevenson	(920)-973-7332

## **Decision Making Team**

All decision making in regards to major emergencies or inclement weather (including delaying the show or evacuating the event site) will be made by Brennan Seehafer Productions, Site Manager, Vic Ferrari, Artist Manager, Vic Ferrari Production Manager and the Crowd Management Director, with advice and guidance from the Manitowoc Police and Fire Department.

## **Chain of Command**

Brennan Seehafer Productions will make final decisions. Once a decision has been made and a plan of action agreed upon, information will be disseminated in this manner:

*Site Manager will inform:*

- a. Crowd Management Director, who will notify Private Security, Reserve Deputies, and Manitowoc Police & Fire Department.
- b. Site Crew
- c. Food & Beverage Vendors

*Vic Ferrari Production Manager will inform:*

- a. Tour Production Crew & Artist
- b. Production Vendors (Sound, Lighting & Stage)

## **Accident Mitigation / Attendee Safety**

The safety of both Tour Personal and the public is an important consideration for the Vic Ferrari July 3<sup>rd</sup> Celebration. We ask everyone's cooperation in mitigating any hazards before and during the event. Some of the hazards to avoid include: loose power leads, trip hazards, Inadequate refuse disposal, inappropriate positioning of equipment (especially hot equipment), badly stacked supplies, and unguarded equipment.

Security and the Site Crew will be observing and reporting any and all safety hazards. Inspections will take place prior to the grounds opening and continually during the event. All hazards noted that can be mitigated immediately (trip hazards, unguarded equipment, etc) should be corrected and reported to the Site Manager. Other hazards noted should be immediately reported to the Site Manager for further instructions. Attendees may be directed around the hazard until such time as it is deemed safe.

## **Law Enforcement, Fire or EMT Related Emergency**

**(Any emergency that can not be handled by Event Staff or is life threatening)**

Contact law enforcement, and EMT staff if medical attention is needed.

Tell them who you need (law enforcement, fire, EMT)

Tell them what the problem is

Tell them exactly where you are (be specific)

Stay near the problem area until help arrives. Do not try to solve the problem yourself!

Have another staff member phone the Site Manager to inform them of the situation in detail

Keep the Site Manager abreast of any changes in the situation

Once the situation is under control, inform Site Manager.

Complete an accident report and turn it in to Assistant Site Manager.

Do not attempt to administer CPR, the Heimlich maneuver, or other drastic treatments unless you are properly trained in these procedures.

When trained personnel arrive, allow them to take over treatment immediately, and stand by in case they ask for your assistance.

Do not discuss the situation with anyone other than site management, including the victim.

## **Accident Mitigation / Attendee Safety**

1. There are 8 ID checkers at the front gates. They are solely responsible for checking IDs and monitoring for underage drinking. They are specifically hired for this purpose.

2. Once the ID has been checked, a wristband will be placed on the patron's wrist. People without wristbands will not be allowed to purchase alcohol.

3. If a person is intoxicated before entering the premises, or approach a vendor and are clearly intoxicated, they will be denied sales.

4. Current and in-date IDs will be used as examples to aide in monitoring fake ID's.



## **Pre Event Briefing**

Prior to gates a meeting will be held with Local Law Enforcement, Private Security, Tour Management and Site Management.

## **Suspicious Packages**

Private Security will be the main Concert gate to watch for suspicious packages. Any packages that appear to be suspicious will be reported to the Local Law Enforcement.

## **Inclement Weather**

**Level 1-** Rain and/or winds of less than 20 MPH

**Level 2-** Electrical storm, winds 20-30 MPH. NWS Thunderstorm Warning

**Level 3-** Winds higher than 30 MPH and/or Tornado Warning

**Storm Watch** – The Assistant Site Manager should be assigned to track weather on an hourly basis, more frequently if severe weather has been forecasted.

If you see a storm approaching, contact the Assistant Site Manager to inform them of the situation and to obtain a weather report. Stay in constant communication with Vic Ferrari Management and Production Manager regarding the situation.

**Stage** – Once the Site Manager is made aware of inclement weather, inform the Production Manager. The decision to stop a performance will be a group decision. See Decision Process and Chain of Command noted above. The site manager has the authority to end a performance any time he/she anticipates an immediate threat to the safety of the performers or audience.

**Level 1 Stage Announcement\***: “Ladies and Gentlemen, due to the rain (and wind), we are going to delay our show to let the weather pass. We will resume our show once the weather clears. Thank you.”

**Level 2 (not evacuating) Storm Stage Announcement\***: “Ladies and Gentleman, we have received word that there is a thunderstorm heading our way. At this time we are going to delay our shows to let the weather pass. We would like to suggest that you return to your vehicles or a local indoor establishment until the storm passes. We will resume our show once the weather passes. Thank you.”

**Level 3 Evacuation Stage Announcement\***: “Ladies and Gentlemen, we have received word that there is severe weather heading on our way. Please move to your vehicles in a calm and orderly fashion. We will resume our show once the weather clears. Again please move to your vehicles or a local indoor establishment at this time.”

**\*The decision to make any of the above announcements will be made by the Team and Chain of Command outlined above. No one should make any P.A. announcements regarding weather or emergency situations unless instructed to do so by the Site Manager.**

**Concessions or Sponsor Booths** – Site Manager will inform all concessionaires and sponsors with booths of the situation in a calm and detailed manner. Make sure they are completely aware of the severity of the situation without causing panic. Stick to the details.

### **Evacuation Procedures**

While total evacuation of the properties is unlikely and may not be the safest alternative in the event of weather or other emergency situations, the following basic procedures should be followed in the event that one becomes necessary. Evacuations from certain areas of the property or instructions to seek shelter will be deemed necessary based on the current threat level.

- All event evacuations will occur on notifications by the Decision Making Team in consultation with local law enforcement and emergency management officials.
- Instructions will be clearly given via the main stage PA system so it can be clearly heard throughout the venue. Attendees should be advised to orderly exit the premises or travel to a designated area. Security and Law enforcement will assist attendees with the procedures.

In any event of an evacuation, or any weather condition that may cause high winds, a stage safety clear zone must be established. This zone will be the distance from the stage equal to the stage height plus 50%. This area should be marked with flags, cones, or other markings, and no one allowed to enter until the threat passes. All Clear The Decision to resume the concert and re-open gates (if evacuation has taken place) will be made by those listed above in the Decision Making Process based on information from Local Weather Authorities.

JULY 3RD, 2020

MAP AS OF 2/17/20

BRENNAN SEEHAFFER PRODUCTIONS

