

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/4/2020

EVENT NAME: St. Patrick's Day Celebration

ORGANIZER: Downtown Manitowoc

E-MAIL ADDRESS: heart_h@sbcglobal.net

EVENT DATE: 3/13-3/14/2020

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Fireworks on Friday night at dusk. Parade heading north from S 8th & Washington to Bank First National on N 8th St. Pub crawl following. Irish flags to be placed on poles downtown. PD assistance & use of traffic control items.

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:

~~will~~ *will* ~~be~~ *be* ~~due~~ *due* ~~to~~ *to* ~~circumstances.~~ *circumstances.*
Committee

COMMITTEE DECISION:

APPROVE

DENY

*Jim Faulstich
Patricia McQuinn
Cudbill*

COUNCIL ACTION REQUIRED:

Street closure for parade from S 8th & Washington Sts. to Bank First National on N 8th St.

ITEMS TO INCLUDE IN LETTER:

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc.

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

FEB 13 2020

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: 22nd Annual St. Patrick's Day Celebration

2. Date of Event: _____ If multiple days, Start Date: 03/13/2020 End Date: 03/14/2020
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: _____ AM/PM Actual Start Time: _____ AM/PM Finish Time: _____ AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event: Downtown Manitowoc Special Events Committee/MCCA
3/14 - 7:30 parade
3/13 - dusk - fireworks

Name of organization responsible for event

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

Telephone # PRIOR TO event (920 901 6999)

SAMO
Contact name DURING event (if different)

Telephone # DURING event (_____)

P.O. Box 845

Street Address

Manitowoc, WI 54220

E-mail address
of event organizer

City, State, Zip

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.

Friday: ^{7:30} Dusk - Fireworks, east of the 8th St. Bridge

Saturday: 1:30 - Parade starts at corner of S. 8th & Washington St. with blessing of the Shamrocks, and proceeds north to Bank First.

*2/16/2020 per Gary Stelp - parade entries staged on S. 8th
from Washington St to Marshall? depending on # of entries
Anticipate fireworks in dress lot. se*

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): Usual street closures for the parade route

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/N
5/144*



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? 2000+ depending on weather

How many vendors will be at your event? 0 How many vehicles? ???

Do you require any special parking restrictions? Yes No If yes, what type, when, and where:

No parking on 8th St. prior to & during parade at 1:30, Saturday

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 units:

This is a short event, special facilities will not be required.

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 deliver/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourself, 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	Description
Barricades	2'	X	\$3.00		Flashers
	3'	X	\$3.00		Flashers
	8'	X	\$4.00		Flashers
	16'	1	\$4.00		Flashers
Rail type-long	X	X	\$2.00		
Rail type-short	X	X	\$2.00		
Channelizer Drums	X	X	\$3.00		
Cones	18"	X	\$1.50		
	28"	X	\$1.50		
Safety vests	X	X	No charge		
Snow fence	X	X	\$4.00		
Rolls	X	X	No Charge		
Posts	X	X	No Charge		
Post driver/pounder	X	X	No Charge		
Traffic signs	X	X	\$2.00		Description
	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		
Security stations	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		
Wagon portable bandwagon, 35x8'	X	X	No Charge		
Other (list items and amounts):					
	X	X	\$240.00		

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
 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:

Place/Remove NO PARKING signs/Barricades before/after parade as with other parades

Cathy Karl
 Name of Security Coordinator

801 901-6999
 Phone # before event

() SAME
 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):

City wide event, organized and promoted by volunteers, many of who are businesses owners 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

Charges for Fireworks, any parade performances

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

sponsorships

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 8/28/56

Signature of Applicant: C. Kern

Date: 2/1/2020



Date And Time

Fri, Mar 13, 2020, 8:00 AM –
Sat, Mar 14, 2020, 8:30 PM CDT
[Add to Calendar](#)



Location

Ending with a Drawing at Shooter Malone's
901 Buffalo St.
Manitowoc, WI 54220
[View Map](#)



Refund Policy

No Refunds



Description

Register for Downtown Manitowoc's St. Pat's Pub Crawl today! \$20 registration includes pub crawl entry and event shirt if paid before March 5, 2020. Registration costs \$25 March 6nd -14th, and the event shirt may become available after the event.

- Crawlers receive an event card, and each participating tavern will mark it.
- Begin anytime after 8:00 am on Friday, March 13 at the bar of your choosing.
- The crawl runs from Friday, March 13 at 8:00a.m. – Saturday March 14 at 8:30 p.m.
- Get your card marked at all available locations and be entered to win **\$350 or \$150 cash prize!**
- Get your card marked at 5 or more pubs and enter to win one a **\$25 gift card** from one of the participating pubs!
- Winners will be drawn after 8:30p.m. Saturday, March 14 at Shooter Malone's.

Pick up your T-Shirt by showing your eventbrite ticket either:

- **Thursday, March 12 at Subway, 1011 S 10th St, 9-11am or 1-6pm**
- **Friday, March 13 at Kathie's Stagedoor Pub, 701 Franklin St, 5-8pm**
- **Saturday, March 14 at Heart & Homestead, 909 S 8th St, 10am-3pm**

Registration for the Pub Crawl will close at midnight Thursday, March 11. Entries for drawings must be turned in at **Shooter Malone's by 8:30pm on Saturday, March 14**. Entries must be legible for consideration. All entries will be checked for accurate markings from participating locations *and* event registration. Only one entry per registrant will be placed into the drawings. *All decisions regarding winners are final as determined by Manitowoc City Center Events Committee. Thank you!*

Participating Pubs:

- #1 Salute**
- #2 Courthouse Pub**
- #3 Moore's Irish Pub**
- #4 Ryan's on York**
- #5 Shooter Malone's**
- #6 Shoot the Bull**
- #7 Chewy's**
- #8 Digger Dave's**
- #9 The Pizza Garden**
- #10 Van's**
- #11 Linebacker**
- #12 Bridgeview**
- #13 Baymont**
- #14 Petskull Brewery**

#15 Tower Tavern

#16 Fat Seagull

#17 Kathie's Stagedoor Pub



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Share With Friends

Date And Time

Fri, Mar 13, 2020, 8:00 AM –

Sat, Mar 14, 2020, 8:30 PM CDT

[Add to Calendar](#)

Location

Ending with a Drawing at Shooter Malone's

901 Buffalo St.

Manitowoc, WI 54220


[View Map](#)

Refund Policy

No Refunds

Downtown Manitowoc

Organizer of Downtown Manitowoc's St. Pat's Pub Crawl

 downtown.manitowoc

Downtown Manitowoc is a marketing organization for downtown businesses, events and promotions that aims to advance the economic, professional, cultural, and civic welfare of the City of Manitowoc, to encourage the growth of new and existing business, to support all those activities believed to be beneficial to the community and area.

Follow

Contact

View Map

Map points to Shooter Malone's at 901 Buffalo St.

Other Events You May Like

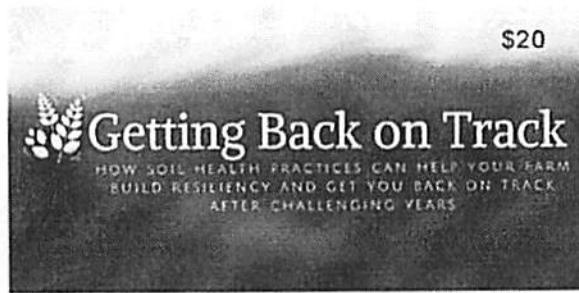


\$150

THU, MAR 5 7:00 PM

**An Exclusive Group Reading with
Psychic Medium Sara Beaupre ~**

Holiday Inn Manitowoc, Manitowoc



\$20

WED, MAR 11 10:00 AM

Getting Back on Track

Farm Wisconsin Discovery Center, Manit...



FRI, M

**Live E
Mediu**

Holiday

Announcing Manitowoc County's 22nd Annual:

ST. PATRICK'S DAY PARADE

Saturday, March 14th, 2020

Parade begins at 1:30



Official Entry Form



No Entry Fee Required

Name of Organization _____

Contact Person _____

Address _____

Phone: Cell _____

Type of Entry: Please check one.

Float

Marching Band

Vehicle

Clan Walking

Animals

Approximate Number of Participants _____

If your entry is a float or vehicle, what is the approximate length? _____

Description of Entry:

Please be specific. This information will be used for publicity purposes. Description can be continued on the back of this entry form.

Entry line-up information will be emailed to you. Please include an email on the address line.



Important!

Please Remit this form to:
Downtown Manitowoc/St. Pat's Parade
P.O. Box 845
Manitowoc, WI 54221-0845

All entries must have a theme celebrating St. Patrick's Day and our Irish Heritage. Committee reserves the right to disqualify an entry if it does not comply.