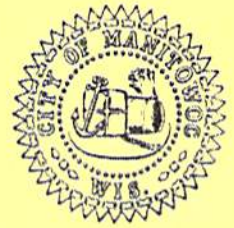




# CITY OF MANITOWOC

WISCONSIN, USA  
www.manitowoc.org

7



June 14, 2016

Mr. Roger K. Russove  
Two Rivers Mainstreet  
P O Box 417  
Two Rivers, WI 54241

RE: Cruise Night on June 24, 2016

Dear Mr. Russove:

Your request for permission to hold your annual "Cool City Cruise Night" for The Cool City Classic Car Show participants on June 24, 2016, was acted upon by the Special Events Committee at the meeting on June 6, 2016.

At said meeting, the Committee approved your request.

The telephone number to arrange for Police Department assistance with your event is 686-6573.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Jennifer Hudon  
City Clerk

JH:dan

Enclosure

cc: Chief of Police Nick Reimer  
Fire Chief Todd Blaser  
Randy Junk, Operations Division Mgr. (Streets)  
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)  
Karen Dorow, Business Manager

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer  
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543  
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 6/6/2016

**EVENT NAME:** Cool City Classic Car Cruise

**ORGANIZER:** Two Rivers Main Street, Inc. - Roger Russove

**EVENT DATE:** 6/24/2016

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Parade of cars from UW Manitowoc parking lots through downtown Manitowoc & along Memorial Drive to TR city limits; rolling street closures along parade route; police vehicle requested to lead parade

**ESTIMATED CITY COSTS:**

POLICE	198
FIRE	0
PARKS	0
RECREATION	
STREETS	0
<b>TOTAL</b>	<b>198</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	100
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
<b>TOTAL E.H. CHARGES</b>	<b>100</b>
<b>GRAND TOTAL</b>	<b>298</b>

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE

DENY

*EST. Z. WENTLAND*  
*10/11/16*  
*[Signature]*

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

City of Manitowoc  
SPECIAL EVENTS APPLICATION FORM

RECEIVED  
MAY 18 2016  
DPI - OPERATIONS DIVISION

**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: Cool City Classic Car Cruise

2. Date of Event: 06/24/2016 If multiple days, Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 4:00 pm AM/PM Actual Start Time: 6:00 pm AM/PM Finish Time: 7:30 pm AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:  
Two Rivers Main Street, Inc.  
Name of organization responsible for event  
Roger K. Russove Telephone # PRIOR TO event ( 920 ) 973-8075  
Name (first, middle, and last) of event organizer  
Telephone # DURING event ( 920 ) 973-8075  
Contact name DURING event (if different)  
1717 East Park St., PO Box 417  
Street Address  
Two Rivers, WI 54241  
City, State, Zip  
E-mail address director@tworiversmainstreet.com  
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.

We will be assembling in the parking areas of UW-Manitowoc. At 6:00 we will travel west on Viebahn st. to S. 10th St., turn right onto S. 10th and continue to Washington St. We will turn right onto Washington St., then turn left onto S. 8th St. We will cross the 8th St. bridge, then turn right onto Maritime Dr. We will continue on Maritime Drive to Memorial Drive, and follow Memorial Dr. to the city limits, where we will be met by the TRPD.

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): Rolling closures along 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



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? 1500-2000

How many vendors will be at your event? None How many vehicles? 500

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 units:

**2 units at the UW-Manitowoc grounds.**

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):**

	<u># Needed</u>		<u># of Days*</u>		<u>Cost/Day</u>		<u>Total</u>	
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 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:

Police vehicle to lead parade from UW-Manitowoc to city limits on Memorial Drive

Bryan Ashenbrenner  
 Name of Security Coordinator

(920) 901 - 9356  
 Phone # before event

(920) 901 - 9356  
 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):

**We are a 501(c)3 and this is a non-revenue generating community event.**

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

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

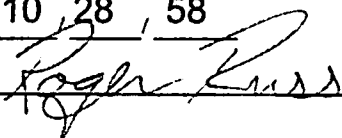
**Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.**

**12. Legal Notice**

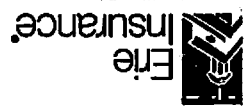
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees 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 10 28 58

Signature of Applicant: 

Date: 5/16/2016



100 Erie Ins. Pl. • Erie, PA 16530

- THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY -

# CERTIFICATE OF INSURANCE

CERTIFICATE HOLDER COPY

<b>NAME AND NUMBER OF AGENCY</b> PORT CITIES INSURANCE AGY LLC 2316 FOREST AVE TWO RIVERS, WI 54241-1914		<b>DATE ISSUED</b> 12/26/2015
<b>NAME AND ADDRESS OF NAMED INSURED</b> TWO RIVERS MAINSTREET INC * PO BOX 417 TWO RIVERS WI 54241-0417		<b>NAME AND ADDRESS OF CERTIFICATE HOLDER</b> CITY OF MANITOWOC 900 QUAY ST MANITOWOC WI 54220-

This is to certify that policies, as indicated by Policy Number below, are in force for the Named Insured at the time that the certificate is being issued.

TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS OF INSURANCE
GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY OCURRENCE FORM GEN'L AGGREGATE LIMIT APPLIES PERF. POLICY	0372950517	01/29/2016	01/29/2017	EACH OCCURRENCE \$ 1000000 FIRE DAMAGE (Any one premises) \$ 1000000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS-COMP/OP AGG \$ 2000000
ADDITIONAL INSURED PERF. POLICY				
WORKERS COMPENSATION	0852900483	01/29/2016	01/29/2017	STATUTORY
EMPLOYERS LIABILITY AND EMPLOYERS LIABILITY				BODILY INJURY \$ 100000 ACCIDENT \$ 500000 DISEASE \$ 100000 EACH ACCIDENT POLICY LIMIT EACH EMPLOYEE

*See  
MWH  
1/6/16*

**CANCELLATION:** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

THIS CERTIFICATE IS ISSUED FOR INFORMATION PURPOSES ONLY AND CONFERS NO RIGHTS ON THE CERTIFICATE HOLDER. IT DOES NOT ALTER THE TERMS, EXCLUSIONS AND CONDITIONS OF INSURANCE COVERAGE CONTAINED IN THE POLICY(ES) INDICATED ABOVE. THE TERMS AND CONDITIONS OF THE POLICY(ES) GOVERN THE INSURANCE COVERAGE AS APPLIED TO ANY GIVEN SITUATION. LIMITS SHOWN MAY HAVE BEEN REDUCED BY CLAIMS PAID. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER AND CERTIFICATE HOLDER.

ERIE INSURANCE

SEE REVERSE SIDE

*Max Caproni*  
 AUTHORIZED REPRESENTATIVE