

15-309

### SPECIAL EVENTS APPLICATION FORM

**NOTICE: This application must be on file in the City Clerk's Office a minimum of 30 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.**

All Tuesdays at 10

- 1. Name/Description of Event: Tuesdays @ 10!
- 2. Date of Event: 1/15 If multiple days, Start Date: 6/19/15 End Date: 8/11/15
- 3. Time Event will start to form: 9:45 AM/PM Actual Start Time: 10 AM/PM Finish Time: 11 AM/PM
- 4. Name and complete address of Organization/Individual organizing the Event:

Zoological Society  
 Name of organization, if applicable

Jane Winans  
 Name (first, middle, and last) of individual organizing the Event

P.O. Box 321  
 Street Address

Mtwa WI 54220  
 City, State, ZIP

Telephone # ( 629 ) 4684

Business # (      )       
 (if applicable)

Date of Birth      /      /       
 of organizing individual

Is the sponsoring organization a 501(c)(3) organization?  Yes  No

- 5. Email address of organizer: ManitowocIPZS@gmail.com
- 6. Location of the Event: Please attach a detailed map or diagram of your event. Also, please indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used.

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

Have you reserved the park for this purpose?  Yes  No N/A If no, please contact the Parks Department at (920) 686-3580.

Does the event require streets to be closed?  Yes  No If yes, which street(s):     

Will the event be held indoors?  Yes  No If yes, what building? Ifrain - Education Bldg  
 Building Name & Street Address

#### 7. Tell us about your Event:

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

What is the estimated attendance at your event, including observers? 20-50 ave. Steve Kellner Aug will be over

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

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

Will any of the following services be required?  Barricades  Clean-up  Street-sweeping NO  
 For help defining your parking, clean-up, and barricade needs, please contact the Department of Public Works at (920) 686-6550.

AN # 11003

Will a tent or any other temporary structures be erected?  Yes  No - possibly portable bleeders Aug 4 only

Will any fireworks or pyrotechnic devices be used during the event?  Yes  No  
Contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

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: 200

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.

8. 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 to the City Clerk's Office at least 10 days before your event.

Designated contact person for the event:

Betsy Kocourek  
Name of Day-of coordinator

( ) 629-4684  
Phone # before event

( ) \_\_\_\_\_  
Phone # the day of the event

Is security needed for this event?  Yes  No

\_\_\_\_\_  
Name of Security Coordinator

( ) \_\_\_\_\_  
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

9. Fees & Reimbursement: The standard fees for equipment rental and licenses will apply. The City may also require reimbursement for extraordinary expenses for your event. To request a waiver of the extraordinary expenses, please submit a letter detailing your request.

10. 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, liquor licenses, tent 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.

Signature of Applicant: [Signature]

Date: 2-15-15

COMMITTEE RECOMMENDATION: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMON COUNCIL APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ?  Yes  No

## Sandy Ronski

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**From:** Lincoln Park Zoological Society <manitowoclpzs@gmail.com>  
**Sent:** Monday, February 16, 2015 11:39 AM  
**To:** Sandy Ronski; Tom & Betsy Kocourek  
**Subject:** Tuesdays@10! & remaining paperwork  
**Attachments:** submitted work order request from city.docx; IMG\_1414.JPG; IMG\_1415.JPG; IMG\_1422.JPG; IMG\_1423.JPG; IMG\_1424.JPG; IMG\_1425.JPG; IMG\_1426.JPG; IMG\_1427.JPG

Hi Sandy,

June 9, 30, July 14 and August 11 are programs by zookeeper Vicki.

Other Tuesday programs have average attendance of 40 people, give or take. Steve Kellner had 220 people last year. He will be here on Aug. 4th. I am filling out paperwork for all Tuesdays@10! Because we can't guarantee attendance under 50 people, and this will cover us. Tom and Betsy Kocourek will take care of this when I am gone and may choose to submit a request for **portable bleachers on Aug. 4th.**

All remaining paperwork for other events is attached.

Thank you, Jane

June 9 – Don't forget your coat! – examine different types of body coverings that animals have and find out why each is unique.

\*June 16 - Turtle Time! with Ledgeview Nature Center.

\*June 23 – Wildlife of Wisconsin's Birds

June 30 – Zoo: What's for Dinner? – learn what it takes to be a carnivore, herbivore or omnivore see what the zoo animals eat.

## **Events**

Summer kick-off – June 6

Betsy Winga, Jim Skyberg, Joe DiRaimondo

Movie Nights – Friday, July 17 and Friday, August 14

Jennifer Foote

Chamber After-hours – a T, W or Th in July

Betsy Winga

Tues@10!

Betsy & Tom Kocourek