



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

November 2, 2021

Brutal Wear Open Tennis Tournament
Attn: Debbie Seehafer
706 River Bluff Drive
Manitowoc, WI 54220

RE: Brutal Wear Open Tennis Tournament – 8/5-8/7/2022 – Silver Creek Park and Concession Stand

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on **October 20, 2021**, the Special Events Committee approved your request to hold **2022 Brutal Wear Open Tennis Tournament on August 5-7, 2022**. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges. When listing sponsors for your event, we ask that you consider including *The City of Manitowoc* as some or all standard event-related fees have been waived; visit www.manitowoc.org/specialevent for a digital copy of the City of Manitowoc logo. Please refer to the Special Events Guidebook at www.manitowoc.org/specialevent for nonrefundable fees related to equipment order changes, event cancellations, and rules for the event location.

Please submit a completed Stake Permit application at your earliest convenience. Organizer is responsible for contacting Diggers hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay Street. Please remind participants that dogs are not allowed in the Lincoln Park Zoo area or inside park buildings.

If you have any questions, please contact me at (920) 686-6950 or via email at cityclerk@manitowoc.org.

Sincerely,

Mackenzie Reed-Kadow
City Clerk

MRK:ab

cc: Special Events Approval Group
Enclosures



Special Event Conditions

X **INSURANCE:** At least 30 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with separate additional insured endorsement. Please fax to 920-686-6959 or e-mail to abaryenbruch@manitowoc.org. Special Events Insurance Requirements are also enclosed. *Insurance not provided within the required timeline may result in a fee of \$300.*

___ **TAVERNS:** Please bring your tavern license to the City Clerk's office prior to your event to have the extended premises added to your license.

___ **BEER/WINE SALES:** A non-profit or bona fide club may apply in the City Clerk's Office in City Hall for a Temporary Class "B" license for the beer/wine stand. A licensed bartender must be at the premise at all times.

___ **FOOD:** Contact the County Health Department at 920-683-4155 to obtain information about a food license. Mobile food vendors (food trucks) must obtain a license from the City Clerk's office

___ **VENDORS:** All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.

X **STAKES/BOUNCE HOUSES:** Event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground. Contact the Parks Division, 900 Quay St. at 920-686-3580 to obtain a stake permit and pay the \$50 stake permit fee. **Events with bounce houses require a stake permit.**

X **EQUIPMENT:** For the use of the benches, trash barrels, etc., please contact the Parks Division at 920-686-3580.

X **TRAFFIC CONTROL:** If you need to pickup traffic control items, please contact the Department of Public Works at 920-686-6550 prior to 2:30 P.M. between Monday and Friday.

___ **STREET CLOSURE:** In advance of your event, you are encouraged to notify the residences and/or businesses that may be affected by this street closure, in order to allow them time to make any arrangements.

___ **POLICE:** The telephone number to arrange for Manitowoc City Police Department assistance with your event is 920-686-6551.

___ **PARKING:** Unless special parking requests were approved, all parking regulations will be enforced.

___ **FIREWORKS:** Contact the Fire Department at 920-686-6540 to obtain a fireworks permit.

X **LINCOLN PARK:** Please be considerate to the zoo animals. Keep noise levels down, and direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat.

___ **DOGS:** Please remind participants that dogs are not allowed in Citizen Park/Miracles Park/ Lincoln Park Zoo.

___ **TOILETS:** Based on estimated attendance, you should have ____ number of portable toilets.

___ **NOISE:** Waiver of the noise ordinance was approved from _____ to _____.

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/20/2021

EVENT NAME: Brutal Wear Open Tennis Tournament

ORGANIZER: Debbie Seehafer

E-MAIL ADDRESS: dseehafer@comcast.net

EVENT DATE: 8/5 to 8/7/22

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: U.S. Tennis Association sanctioned event at Lincoln Park using tennis courts, concession stand, benches, picnic tables & garbage cans; tent or canopy & signs to be placed at park; use of electricity to plug in laptops

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Shawn Alfred/sr
Jason Freiboth/sr
Dan Koski/sr
Liz Majerus/sr

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

1) Please submit a completed Stake Permit application at your earliest convenience. Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St. 2) Please remind participants that dogs are not allowed in the Lincoln Park Zoo area or inside park buildings.
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City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name 2022 Brutal Wear Open Tennis Tournament
 Name of Applicant Debbie Seehafer
 Street Address 706 River Bluff Drive
 Mailing Address _____
 (If different)
 City, State, Zip Manitowoc, WI 54220
 Primary Phone 920 629 1375
 Cell Phone 920 629 1375
 Email dseehafer@comcast.net
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Debbie Seehafer
 On-Site Cell Phone # 9206291375
 On-Site Security Contact Name _____
 On-Site Security Contact Phone # _____

EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Missing Map/Drawing

2022 Brutal Wear Open Tennis Tournament. Will need the 8 tennis courts and pavilion/concessions building. This is our 20th year for the United States Tennis Association tournament. It brings in players from the state, country, and out of the country foreign players, as well.

WILL SEND MAP SOON. ✓

Event Name 2022 Brutal Wear Open Prize Money Tennis Tournamen

Public Event YES NO

Location Lincoln Park Tennis Courts and pavilion/concession building.

Estimated Total Attendance 125

Estimated Attendance 80
from outside City of Manitowoc

Staging Area Pavilion/concession building and grassy area next to the

Event Website _____

Event Date(s) August 5-7, 2022

Event Start Time 8:00 AM PM

Event End Time 7:00 AM PM

Setup Date(s) 08/04/2022

Setup Start Time 3:30 AM PM

Teardown Date(s) 08/07/2022

Teardown End Time 6:00 AM PM
(Event to be cleared by 9 a.m. on day following the event)

RECEIVED

OCT 14 2021

CITY OF MANITOWOC
 ENGINEERING

*A/N
 10/21*

FACILITY REQUESTS

- Facility Location _____
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements _____
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

ROUTE

Route map must be submitted with application

- Road Closure
Describe location(s)
+ time(s)
- Timed Route
- Road Crossing
Describe where +
if assistance needed
- Course Marking
Describe type
- Sidewalk
Describe usage

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground
(greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # _____
- Signs/Banners # 50

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
Class B License
- Alcohol Served End Time _____
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many _____
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions

Expected Revenue _____

Revenue to be used for _____

- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # 1 Size _____
- Other # _____ Describe _____

SOUND

- Amplified Sound
- Start Time _____ AM PM
- End Time _____ AM PM
- Type of Sound _____

EQUIPMENT REQUESTS

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at www.manitowoc.org.

DELIVERY DATE _____ TIME _____ AM PM LOCATION _____
PICKUP DATE _____ TIME _____ AM PM Place Items in original drop-off location after event.

**Indicate Quantities on Line*

GAMES

- Bean Bag Toss _____
- Ring Toss _____
- Sports Kit _____

STAGING / RISERS

- RISERS – 4' x 8' Wooden Platforms
6" H _____ 12" H _____ 18" H _____
- Staging – 8'x12' _____
- Portable Bandwagon – 35'x8' _____

TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)

- Banquet tables – 8'x40" _____
- Benches – 4' wooden 68 per page 4
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden 4
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" _____
- Cones – 28" reflective _____
- Delineators – 42" reflective _____
- Parking posts with concrete base – 42"H (rope or tape not included) _____
- Traffic signs (sign only – typically placed on barricades)
 - Road Closed _____
 - Road Closed Ahead _____
 - _____
 - _____

MISCELLANEOUS ITEMS

- Disc golf basket – portable _____
- Grill – 2' x 3' portable, outdoor _____
- P.A. system – microphone, sound board, 2 speakers with stands _____
- Post pounder / driver _____
- Power pedestal – portable _____
- Safety vests _____
- Security stanchions _____
- Snow fence – 50' rolls – plastic _____ wooden _____
- Snow fence – posts _____
- Ticket booths – outdoor _____
- Trash barrels 10
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 30

Where do you plan to park vehicles Parking lot near courts 1-3, and parking up by courts 4-8

Are there any special parking considerations NONE

(VIP, ADA, Security, Emergency Vehicles, etc)

SAFETY & SECURITY

The City requires security based on attendance

Do you need assistance from: Police Dept Fire Dept/Ambulance

Describe _____

Date/Time _____

Location _____

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES NO
(if so, please attach)

ADDITIONAL QUESTIONS

Please attach any additional information which you feel will assist the Committee in evaluating your request.

Do you have any questions/comments/additional requests?

We start set up on Thursday, August 4 at 3:30, but start dropping off our supplies in the concession building starting that Tuesday, August 2 around noon.

Also needed is one bench per court (8).

We have a large VIP tent that is set up next to the concession building on the grass. This is always mapped out with Digger's Hotline.

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 Guidelines and 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.

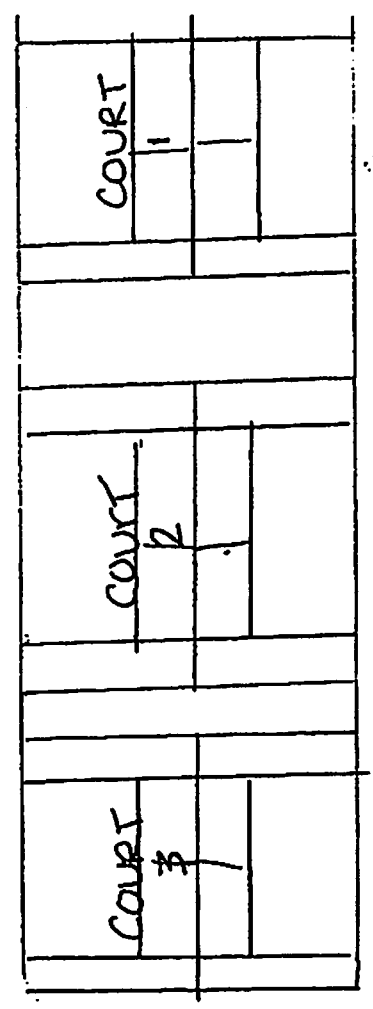
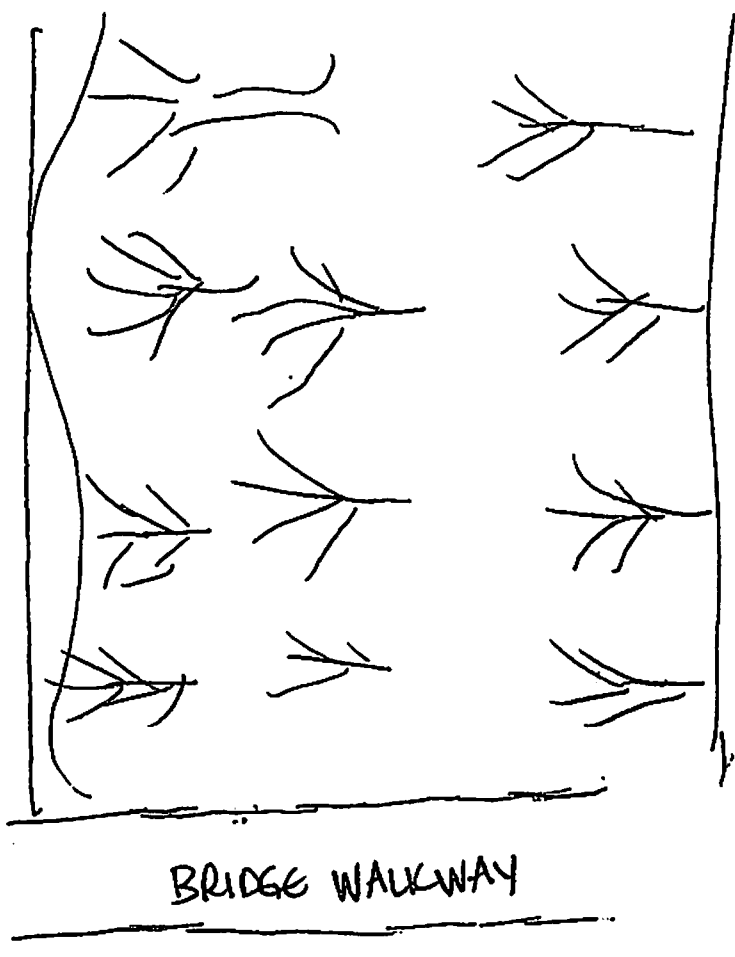
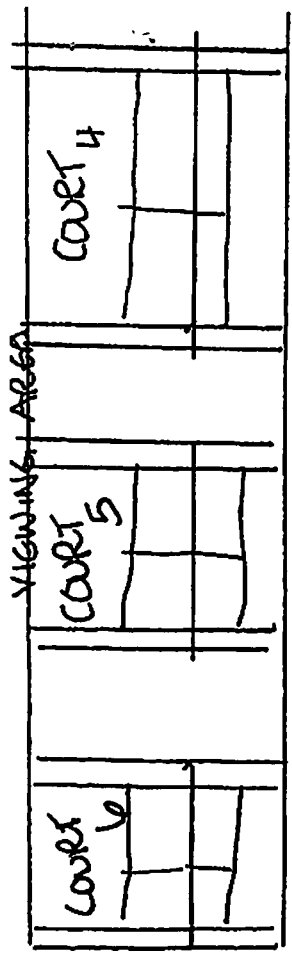
Date of birth of applicant 06 / 23 / 1965

Signature of Applicant: Debbie Sechafer

Date: 09/27/2021

E-MAIL

PRINT



PARKING LOT

