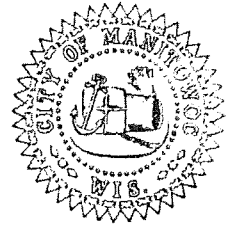




# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



September 10, 2015

Mr. John M. Jagemann  
Courthouse Pub LLC  
1001 S. 8<sup>th</sup> St.  
Manitowoc, WI 54220

RE: Street Party – Courthouse Pub Street Party - September 20, 2015

Dear Mr. Jagemann:

Your request for permission to hold a special event on Sunday, September 20<sup>th</sup>, 2015 which requires closing a portion of Washington Street between 8<sup>th</sup> & 7<sup>th</sup> Street, as detailed therein, along with an extension of your licensed alcohol premise has been approved.

The Special Event Committee approved your event on August 31, 2015. The Licensing, Permits and Inspections Committee Chair approved your extension of alcohol premise and the Common Council will act upon it after the fact at their meeting of September 21<sup>st</sup>. The Public Infrastructure Committee approved the street closure at their meeting of September 9<sup>th</sup> and the Common Council will act upon it after the fact at their meeting of September 21<sup>st</sup>.

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 necessary arrangements.

If you require the use of barricades or orange cones, please contact the Department of Public Works at 686-6550 prior to 2:30 P.M. between Monday and Friday. For pick up and return of materials, please stop at Department of Public Works office. **If you are closing off a street, you shall provide traffic control barricades.**

For the use of the bandshell, benches, trash barrels, etc., please contact the Parks Department at 686-6518.

The telephone number to arrange for Police Department assistance with your event is 686-6573 and for Fire Department assistance you may contact 686-6540.

Your certificate of insurance has been approved.

City policy allows for the extension of a licensed premises to include an outside area, with the understanding that the entire area will be completely fenced in with access through the gate of the fenced-in area only. Alcoholic beverages can only be consumed inside the premises and in the fenced-in area. Please contact the Chief of Police at 686-6573 to arrange details for fencing the licensed area.

*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](mailto:jhudon@manitowoc.org)



Mr. John M. Jagemann  
Courthouse Pub LLC

September 10, 2015  
Page 2

Please bring your tavern licenses to the City Clerk's office prior to your event to have the extended premises added to your license.

Very truly yours,



JENNIFER HUDON  
City Clerk

JH:dan

Enclosure

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

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/31/2015

EVENT NAME: Courthouse Pub Annual Street Party

ORGANIZER: Courthouse Pub LLC - John Jagemann

EVENT DATE: 9/20/2015

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Washington St betw S 7 & 8th closed for annual street party as a customer thank you which benefits the Domestic Violence Center & the Haven. Live music, prize giveaways, food & beverage sales.

**ESTIMATED CITY COSTS:**

STREETS	126
PARKS	210
RECREATION	
FIRE	0
POLICE	
<b>TOTAL</b>	<b>336</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
<b>TOTAL COLLECTED</b>	<b>0</b>

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE

DENY

*NWR*  
*SE*  
*TMS*  
*[Signature]*  
*Kalishman*

*INS approved*

**COUNCIL ACTION REQUIRED:**

Street closure: Washington St from S 7th to S 8th; Extension of premise needed

**ITEMS TO INCLUDE IN LETTER:**

City of Manitowoc  
SPECIAL EVENTS APPLICATION FORM

ALSO SEE RECD

**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: Courthouse Pub Annual Street Party
2. Date of Event: 09/20/2015 If multiple days, Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 7:00 am AM/PM Actual Start Time: 12:00 am AM/PM Finish Time: 5:00 am AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:  
Courthouse Pub LLC  
Name of organization responsible for event:  
John M Jagemann Telephone # PRIOR TO event ( 920 686 1166 )  
Name (first, middle, and last) of event organizer  
Same Telephone # DURING event ( 920 242 3341 )  
Contact name DURING event (if different)  
1001 South 8th Street  
Street Address  
Manitowoc, WI 54220 E-mail address: john@courthousepub.com  
City, State, Zip 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.  
The eastern-most block of Washington Street, between South 8th Street and South 7th Street, both lanes, closed for our annual Street Party, as a thank you to our customers and benefiting the Manitowoc County Domestic Violence Center and The Haven. Event with include food an beverage service, live music and prize give aways
- 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): The weastern-most block of Washington St. between 8th Street and 7th Street
- 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? 400

How many vendors will be at your event? One

How many vehicles? Approx. 50 at a time

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: Noon until 5:00 PM

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:

**Porta Pottys**

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:

In cordoned off area of 8th Street

Estimate - May be adjusted within the next few days to reflect possible plan adjustments

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*		Cost/Day	=	Total	
Barricades		X		X	\$3.00	=		Flashers
2'		X		X	\$3.00	=		Flashers
3'		X		X	\$4.00	=		
8'		X		X	\$2.00	=		
Rail type-long	8	X	2	X	\$2.00	=	32.00	
Rail type-short		X		X	\$2.00	=		
Channelizer Drums		X		X	\$3.00	=		
Cones		X		X	\$1.50	=		
18"		X		X	\$1.50	=		
28"		X		X	No charge	=	No Charge	
Safety vests		X		X	No charge	=	No Charge	
Snow fence		X		X	\$4.00	=		
Rolls		X		X	No Charge	=	No Charge	
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)	3	X	2	X	\$3.00	=	18.00	Description: Road Closed Ahead
		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'	8	X	2	X	\$5.00	=	80.00	
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 130.00**

\*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:

Brian Sobel (920) 242 - 7591 (920) 242 - 7591  
 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  
 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):

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, soda, wine and beer will be sold during the event

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

Revenue estimated to be about \$2000.00; profit will be donated to DVC and The Haven

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.

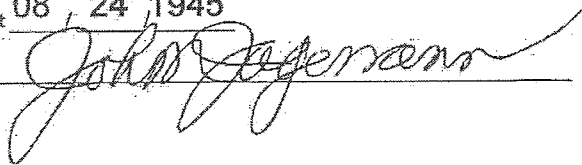
12. Legal Notice

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.

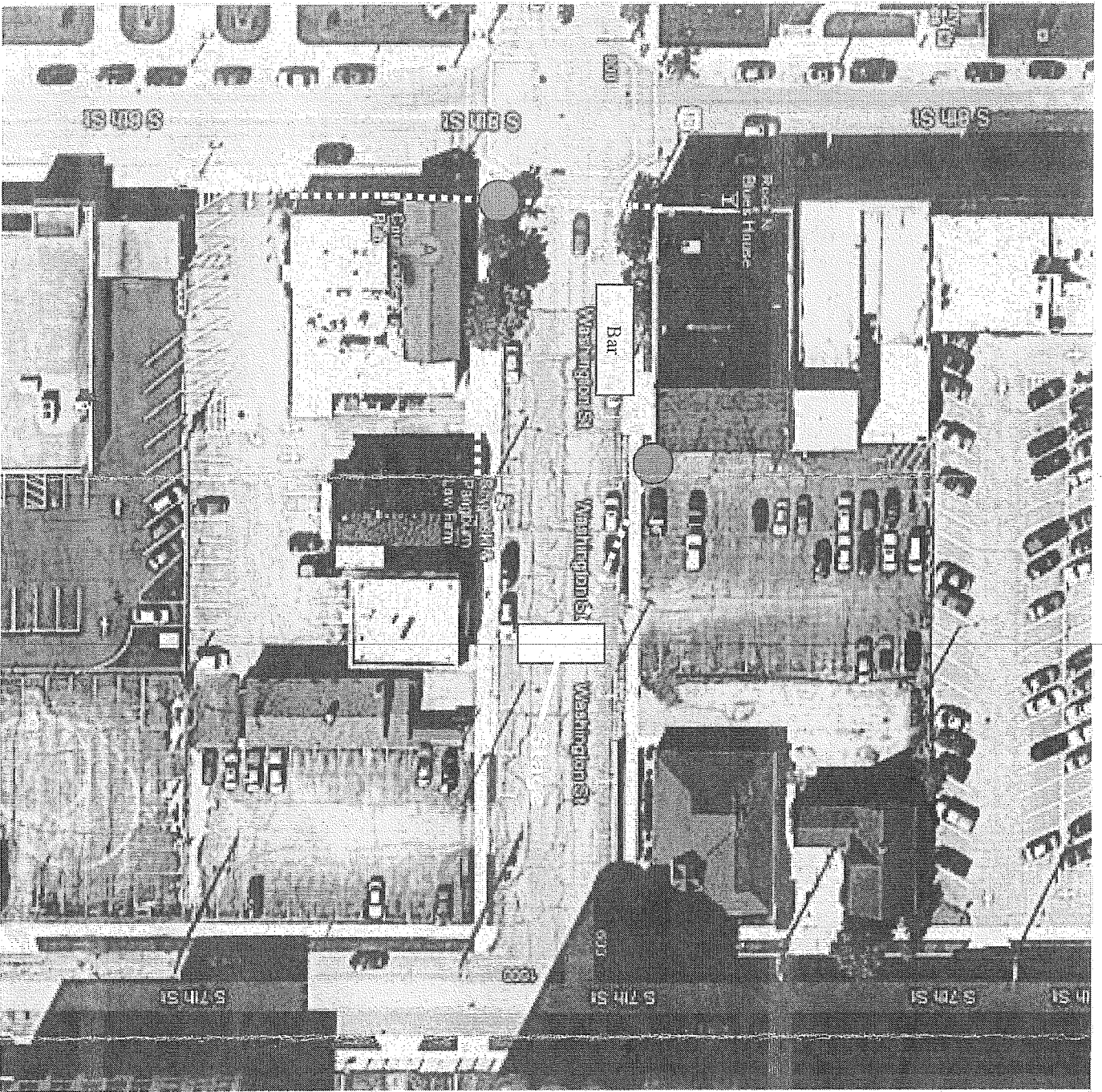
Date of birth of applicant 08, 24, 1945

Signature of Applicant: \_\_\_\_\_



Date: August 25, 2015





Fencing

Supervised Entrance  
Wrist bands

Courthouse Pub  
Street Closure  
7:00 AM Sunday, Sept 20  
Through  
7:00 PM Sunday, Sept. 20



August 20, 2015

Ms. Jennifer Hudon  
City Clerk - City of Manitowoc  
900 Quay Street  
Manitowoc, WI 54220

Dear Jennifer:

On Sunday, September 20, 2015, the Courthouse Pub wishes to hold a street party similar to the events we held since 2011.

Once again we are asking permission to close down Washington Street between Eighth Street and Seventh Street. We wish to close this section of roadway from 7:00 AM Sunday, September 20, until 7:00 PM Sunday, September 20, 2015. The section we wish to close is shown on the attached pdf of the block.

We also wish to serve fermented malt products and intoxicating liquors under our Class B Retail License No. TAV-154945 issued on the 24<sup>th</sup> of June 2015. The Courthouse Pub will hold its Street party on Sunday, September 20, and therefore we are requesting an extension of our premises description for that day to include the fenced-in area on Washington Street, between S 7<sup>th</sup> and S 8<sup>th</sup> Street, as shown on the attached site photograph.

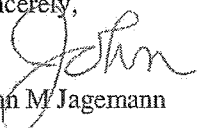
As shown, the subject area will be totally enclosed with "snow-type" fencing and the facades of the various buildings within the designated area. Guests will enter via two controlled entrances. Guest ID's and/or drivers licenses will be checked at these entrances and hand stamps will be used to identify guest whose DOB is September 20, 1994 or earlier.

We are aware that we must barricade this section of Washington Street with 5 to 6 Type III barricades with Road Closed signage, as well as placing a 3' folding barricade with a Road Closed Ahead sign in the parking lane on the east side of the crosswalk in front of 823 South 8<sup>th</sup> Street. We will make arrangements with the Department of Public Works for these barricades and signs.

Should you have any questions or need more information before passing this request on to the Council, please do not hesitate to call or email me.

Thank you for your assistance.

Sincerely,

  
John M. Jagemann

1001 South Eighth Street - Manitowoc, Wisconsin 54220  
Across from the Courthouse  
Phone: 920-686-1166; Fax: 920-686-1227 Cell: 920-242-3341  
[john@courthousepub.com](mailto:john@courthousepub.com)

Recd 8-24-15