

15-248

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.

SPECIAL EVENTS APPLICATION FORM

- 1. Name/Description of Event: Acoustic Fest
- 2. Date of Event: 07 / 18 / 2015 If multiple days, Start Date: ___/___/___ End Date: ___/___/___
- 3. Time Event will start to form: 7 AM AM/PM Actual Start Time: 11 AM AM/PM Finish Time: 11 PM AM/PM
- 4. Name and complete address of Organization/Individual organizing the Event:

Acoustic Fest, Inc.
 Name of organization, if applicable

Peter George Honzik
 Name (first, middle, and last) of individual organizing the Event

838 N 5th St.
 Street Address

Manitowoc, WI 54220
 City, State, ZIP

Telephone # (___) 242 - 0766

Business # (920) 684 - 8499
 (if applicable)

Date of Birth 04 / 19 / 1954
 of organizing individual

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

- 5. Email address of organizer: acousticfest@sbcglobal.net
- 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. Washington Park

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

Have you reserved the park for this purpose? Yes No 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): S 12th St between Marshall and Washington Streets

Will the event be held indoors? Yes No If yes, what building? _____
 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? 1000 throughout day
 - How many vendors will be at your event? 3 + not sure yet How many vehicles? 6
 - Do you require any special parking restrictions? Yes No If yes, what type, when, and where: See above for streets closed.

Will any of the following services be required? Barricades Clean-up Street-sweeping
For help defining your parking, clean-up, and barricade needs, please contact the Department of Public Works at (920) 686-6550.

Will a tent or any other temporary structures be erected? Yes No

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:

Toilets

in building at the park plus 3 Porto Potties

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:

Pete Honzik
Name of Day-of coordinator

() 684 8499
Phone # before event

() 242 1448
Phone # the day of the event

Is security needed for this event? Yes No

Pete Honzik
Name of Security Coordinator

() 684 8499
Phone # before event

() 242 1448
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: 

Digitally signed by Pete Honzik
DN: cn=Pete Honzik, o=Acquasol Festival, Inc. ou,
email=acquasolfest@sbglobal.net, c=US
Date: 2015.02.12 12:14:09 -0600

Date: 02/12/2015

COMMITTEE RECOMMENDATION: _____ DATE: _____

COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No

MANITOWOC PARK & RECREATION DEPARTMENT
METROSTAGE REQUEST FORM

Name of individual, firm or organization making request Acoustic Fest, Inc

If club or Organization, name of person responsible Pete Honzik

Address 838 N 5th St., Manitowoc, WI Telephone 684-8499

Purpose The Renter starts that he will use the premises rented hereunder for the following purpose and none other: (list organization if possible) Acoustic Fest Renter agrees to pay additional rental fee of \$300.00 in the event the premises are used for any purpose other than those stated in above.

Which do you consider your group to be?

- a. Community _____ b. Private Business _____ c. Club/Organization X
d. Other, Please explain non-profit

Rental Period: The Bandshell shall be rented to the Renter by the City on July 18, 20 15 for the period from 7AM/PM to 11PM/PM. on such date. It is understood that the Renter's responsibility to clean & restore the premises including garbage pickup must be completed within this period.

POLICIES

Use of Facility

- 1) The use of the Bandshell is not allowed without prior approval of the Manitowoc park & Recreation Department.
- 2) Only officially approved vehicles are allowed within the park. A list of vehicles for entry into the park must accompany request for the use of the facility.
- 3) It is understood that any City of Manitowoc police officer and any other authorized city employee have the right to enter the rented premise at any time.
- 4) The City of Manitowoc it not responsible for any articles left, lost or stolen on the rented premises.
- 5) No admissions fee, donation, contribution or other chare shall be collected or be permitted to be collected by the renter unless prior approval has been secured in writing from the Recreation Board.

Responsibility of User

- 1) The user will furnish all personnel & equipment necessary to run event.
- 2) The user is responsible to notify participants, spectators, and staff associated with the event of department policies & regulations.
- 3) It is the responsibility of the organization using the facility to obtain all necessary permits or licenses required by City ordinance, resolution or state law. (alcohol, food, soda, etc.)
- 4) The user agrees to provide the city with a certificate of liability insurance in the amount of \$300,000.
- 5) No changes in the physical appearance of the area shall take place without prior approval of the Director of park and Recreation of Park Supervisor.
- 6) It shall be the responsibility of the renter to maintain the area including restrooms throughout the event and to restore all areas and facilities to the condition they were in prior to the event. The renter agrees to pay additional fees for damages or extra time required to clean and restore the facility. This amount will be determined by the Parks Department.
- 7) It shall be the responsibility of the renter to control spectators, vehicles, and all situations involved with the event. If necessary additional deputies may be required.
- 8) It is the responsibility of the user to have premises vacated by 10:00 PM each evening during the term of the request.

Fees and charges

Groups/Organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for use of City owned facilities or equipment must fill out the Fee Waiver Request Form completely, at least 30 days in advance of the event. The request will be reviewed by the Park and Recreation Committee and the group of organization will be notified of approval or denial within 15 days of submitted request.

- 1) The cost of the facility is \$50.00 per day
- 2) Renter agrees to pay the deposit fee at the time of making this application. Of a minimum of 20% of the total rental as breakage security which may later be applied to the base rental fee. The balance is due 24 hours prior to the rental date.
- 3) The daily fee is intended to cover the time period of 7:00 AM to 10:00 PM on the days indicated.

Additional Fees

- 1) Attendant Fee- A department attendant will be on duty when the facility is occupied. The current attendant rate per hour will be charged for the time spent at the event. Renter is responsible to the attendance and must follow his/her suggestions or directions.
- 2) Park Benches- If available, may be used for the event for a fee of \$25.00 (see below).

PROVISIONS

The approval of this request is based upon the condition that the user agrees to indemnify and hold harmless the City from any accident or injuries to participants, spectators, and/or persons connected with the use of requested facilities or equipment.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person the premises.

The undersigned agrees to be responsible for any damage cause to said building, property or equipment by mischief or negligence.

This document signed on below date by authorized representative of the user and the lessee indicates that agreement is understood and will be adhered to by both parties.

Do you desire park benches? Yes No

Picnic Tables

Signed _____

Date **2/10/15**

(Person Responsible)

Terms or Conditions _____

Amount of rent to be charged _____

Deposit Received: \$ _____

Approved/Denied _____

Date _____

Director of Parks & Recreation



838 N. 5th Street
Manitowoc, WI 54229-3363

920.684.8499
acousticfest@sbcglobal.net

www.acousticfest.com

Tuesday, February 10, 2015

CITY OF MANITOWOC
ATTN: JENNIFER HUDON
900 QUAY STREET
MANITOWOC, WI 54220

Enclosed is our request for the use of Washington Park, the Metro Stage and the other items necessary for Acoustic Fest, Saturday, July 18th, 2015.

Acoustic Fest, Inc. is responsible for the soda and beer concessions and obtaining required permits, etc. Acoustic Fest, Inc. and our volunteers will handle the rest of the event and event insurance. Please let us know what permits are necessary. We would like to request a waiver of any rules prohibiting alcoholic beverage consumption in the park for that day.

Monies raised by the event will be dispersed in the form of our "Jim Krueger Memorial Music Scholarship".

We also request that South 12th Street, between Washington and Marshall streets, be closed to accommodate the food vendors.

We also request the use of tent, fencing, picnic tables and 10 tables as we have used in the past. We are planning on the normal electrical requirements that we had in the past.

We appreciate the cooperation of the park's department and all of the city's efforts. Without it, we would be unable to provide a great day of family entertainment at no cost to the community. If you have any questions or concerns, please give me a call. Thank you for your support.

Sincerely,

Pete Honzik

Cell Phone 920-242-1448

SATURDAY, JULY 18, 2015

CELEBRATE 20 YEARS OF AUTHENTIC MUSIC!



MANITOWOC PARKS DEPARTMENT
**SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Parks & Recreation Committee and the group or organization will be notified within 15 days of submitted request.

A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.

ALL QUESTIONS MUST BE ANSWERED

1. Name of club/organization making request Acoustic Fest, Inc
Address 838 N 5th St, Manitowoc, WI Telephone 684-8499
2. Names of club officers:

	<u>Name</u>	<u>Address</u>	<u>Telephone</u>
President	<u>Pete Honzik</u>	<u>838 N 5th St. Manitowoc</u>	<u>684-8400</u>
Secretary	<u>Jenn Fodden</u>	<u>619 Pine St. Manitowoc</u>	<u>629-8525</u>
Treasurer	<u>Chris Honzik</u>	<u>838 N 5th St. Manitowoc</u>	<u>684-8499</u>
3. Facility requested: Metro Stage
Equipment requested: Tent, picnic tables, 10 long tables, snow fence and
4. Specific dates and hours facility/equipment will be used: Date July 18, 2015 Hrs. 7AM - 11PM
5. Please explain your request, as to what fees you desire waived or reduced and reasons. All Fees Non-profit
6. Which do you consider your group to be?
A. Community service _____ B. Non-profit X C. Private business _____
D. Club or organization _____ E. Other, please explain _____
7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes X No _____
8. If #7 is "yes," explain and list specific charges We get sponsors to pay for performers. We get
0% of concessions and we have a raffle to pay for scholarship. Event is free to
public.
9. What will revenues be used for? performers and scholarship and operational expenses
10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes X No _____ if necessary
If "yes," please provide the following information of individual to contact:
Name Pete Honzik Address 838 N 5th St Telephone 242-1448

Signed _____ Date 2/10/15

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

When completed, this form is to be returned to the Manitowoc Parks Department, 2655 S. 35th St., Manitowoc, WI 54220.

Committee Action: Approved _____ Denied _____ Date _____