

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/27/2024

EVENT NAME: George Spontgen/Glenn Graff Miracles Softball/Bocce Tournament

ORGANIZER: Manitowoc County Miracles Special Olympics - Annette Wuellner

E-MAIL ADDRESS: anwuellner09@hotmail.com

EVENT DATE: 6/29/2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Annual tournament taking place at Citizen Park and MYBA complex.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ch Courtney Hansen / ch Benjamin Kraynek / ch Jason Freiboth / ch Eric Nycz / ch	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



Tuesday, March 19, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	George Spontgen/Glenn Graff Softball/Bocce Tournament
Location	Citizen Park
Date	Saturday, June 29, 2024
End date if multiple day event and additional dates if applicable.	06/30/2024
Event time	8:00 AM - 4:30 PM
Setup date & time	Saturday, June 29, 2024 06:30
Takedown date & time	Sunday, June 30, 2024 16:30

Applicant Information

Name of Applicant	Annette Wuellner
Organization name	Manitowoc County Miracles Special Olympics
Address	2402 FRANKLIN ST, APT 200 MANITOWOC, WI, 54220
Email	anwuellner09@hotmail.com
Phone number	(920) 652-4135
On-site contact name & phone number	Annette Wuellner 920-652-4135

Event Details

If any questions are not applicable, you can leave them blank.

Event description

To get our qualifying games so we can compete at district level and then maybe on to state level

Estimated total attendance 150

Estimated total attendance from outside Manitowoc 250

Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Temporary Class "B" License, and provide Liquor Liability to the Clerk's Office.

Select all that apply to the event Food or drink sales

Expected revenue 500

Revenue will be used for for Transportation and Uniforms

Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

Where are cars parking? Parking lots

Event Structures

Select all that apply Waste removal service

Safety & Security

Depending on the size and nature of the event, the City may require medical and security services. Organizers should have a first aid kit at the minimum. Events that serve alcohol must ensure patrons are 21 years or older and at least one licensed bartender is on site.

Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

I'm going to talk to Fire department can show up for a little while

Equipment & Facility Requests

Facility request Citizen Park

Athletic field request Diamond 2 & 3

Special power or lighting request Scoreboards

Est. equipment cost per day 0

Waiver of Fees

Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not guaranteed. This waiver does not waive late application, late application, and cancellation fees. Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

Are you requesting a Waiver of Fees?

Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Why should this Waiver of Fees be granted?

To provide sport competition for the special needs population.

Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

Upload map and supporting documents



BROCHURE 1.doc



BROCHURE.doc

Legal Notice and Submission

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.

Applicant date of birth

Wednesday, June 20, 1962

Sign

Annette Wuellner