



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

November 14, 2019



Downtown Manitowoc/MCCA
Cathy Karl
909 S. 8th St.
Manitowoc, WI 54220

RE: Evergleams on 8th – November 16, 2019 through January 5, 2020

Dear Ms. Karl:

Your special events request to hold "Evergleams on 8th & Trolley to the Trees" November 16, 2019 through January 5, 2020, as detailed therein was acted upon by the Special Events Committee at the meeting of November 13, 2019, at which time the Committee granted your request.

When listing sponsors for your event, we ask that you consider including the City of Manitowoc since some fees have been waived for the event.

Please note that Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee. Please pay the \$100 late application fee at the City of Manitowoc Parks Office, 900 Quay St.

Please refer to the enclosed outlined conditions for a Special Event permit, your certificate of insurance is on file.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Sandy Ronski, Operations Clerk II
Karen Dorow, Business Manager

Deborah Neuser, CMC, City Clerk
CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543
Phone (920) 686-6950 · Fax (920) 686-6959 · dneuser@manitowoc.org

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 11/13/2019

EVENT NAME: Evergleams on 8th & Trolley to the Trees

ORGANIZER: Downtown Manitowoc - Cathy Karl & Barb Bundy-Jost

EVENT DATE: 11/16/19 - 1/5/20

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: 21' lighted Christmas tree set up in Burger Boat Park, use of bus shelter & traffic control items for Trolley to the Trees on Dec. 1 & 15; no parking by bus shelter on Quay St. from Fri p.m. to Sat. to allow trolleys to load/unload

ESTIMATED CITY COSTS:

POLICE	
FIRE	0
PARKS	0
RECREATION	
STREETS	144
TOTAL DEPT. COSTS	144

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	100
DELIVERY CHARGES <small>(if delivery requested)</small>	75
WAIVED -ROOM TAX	319
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE		DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1) Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee. Please pay the \$100 late application fee at the City of Manitowoc Parks Office, 900 Quay St. 2) When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.

11/16/2019

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

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: 'Evergleams On Eighth'
2. Date of Event: _____ If multiple days, Start Date: 11/16/2019 End Date: 01/05/2020
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: _____ AM/PM Actual Start Time: _____ AM/PM Finish Time: _____ AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Downtown Manitowoc/MCCA
Name of organization responsible for event
Cathy Karl/Barb Bundy-Jost Telephone # PRIOR TO event (920 901 6999)
Name (first, middle, and last) of event organizer
same Telephone # DURING event (same)
Contact name DURING event (if different)
909 S. 8th St.
Street Address
Manitowoc, WI 54220 E-mail address _____
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.

Aluminum trees will be displayed in downtown business windows during event. There will be a 'Trolley to the Trees' from 5:00-8:00 on Saturday, Dec. 14 & Dec. 21 (Map of Route attached.) We will be using Bus Shelter at S. 8th & Quay St. to display banner (from 12/9-21) and pick-up riders on those Saturdays for a ride leaving at 5:00, 6:00 & 7:00 each evening. We request that the 21' lighted silver tree purchased previously, be set up by the city in Burger Park and lighted during the holiday season. (Any extra funds for silvery new decorations around town???)

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? Burger 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): _____

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? _____

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

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: _____

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: _____

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:

3 - NO PARKING barricade/signs needed where trolley will be loading near Bus Shelter on Quay St. to load & unload on Dec. 14, & Dec. 21

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

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

*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:

Cathy Karl 930, 901-6999 930, 901-6999
 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):

Delivery & Pick Up and fees for barricades

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

Tickets sold to ride trolley, businesses charged to be included on tree map and use trees

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

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 / 28 / 56

Signature of Applicant: Cathy Kerl

Date: 10-22-19

Sandy Ronski

From: heart_h@sbcglobal.net
Sent: Wednesday, October 23, 2019 10:19 AM
To: Sandy Ronski
Subject: Evergleams Events Application Attachment
Attachments: trolleyRoute19.jpeg

Hi Sandy,

Here is the missing (attached) page for the Event App.

The 'No Parking' sign/barricade request would be near the bus shelter and we also requested permission to put our "Trolley to the Trees" sign up on the shelter...just to clarify...it's all in there.

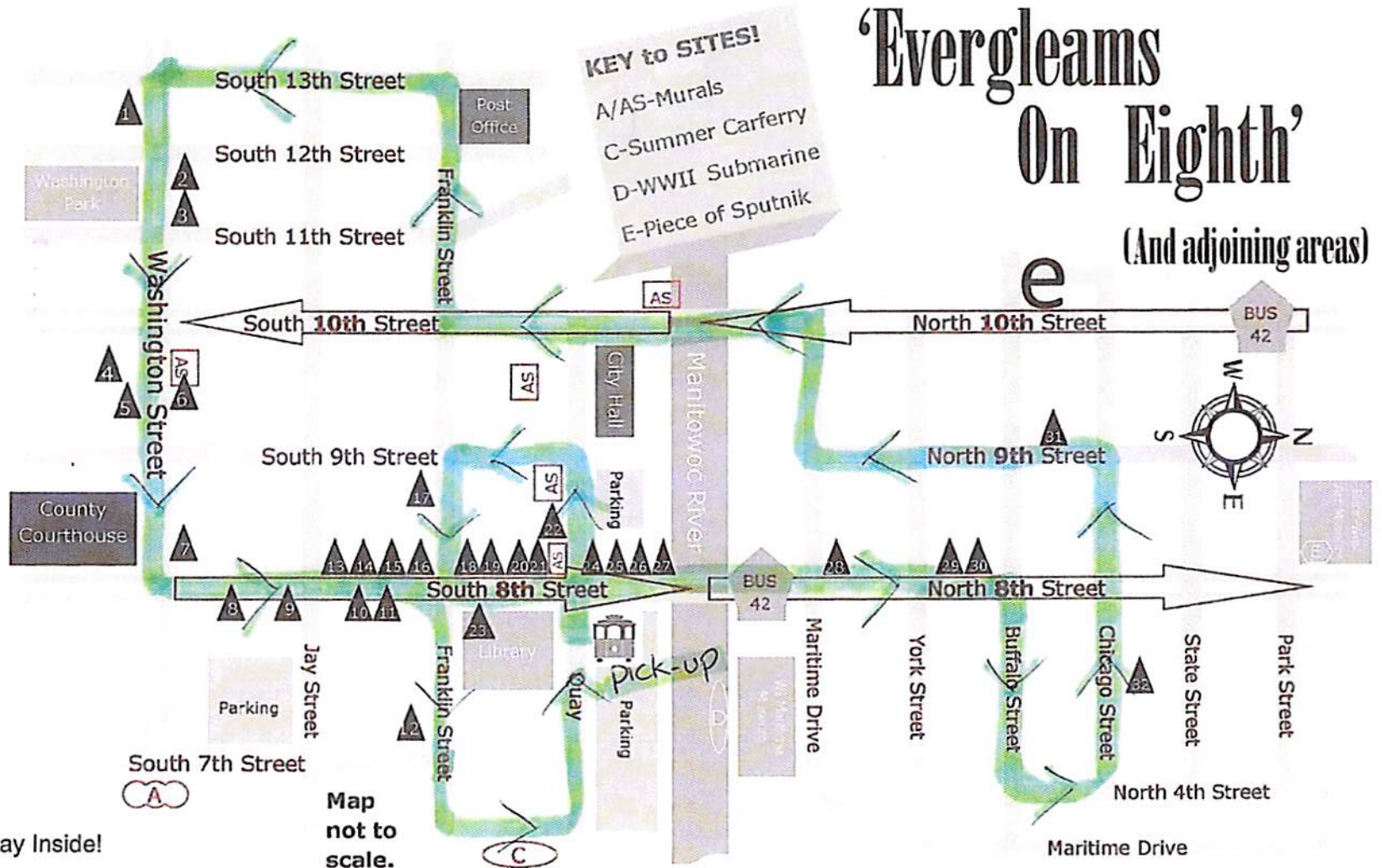
Let me know if there are any questions...

Cathy Karl (Evergleam Coordinator)
Heart & Homestead
909 S 8th St.
Downtown Manitowoc, WI 54220
920.686.1121

...and like us on facebook!

Downtown Manitowoc

Trolley Route 2019



*Display Inside!

Map not to scale.

1. AV-Dynamics-1227 Washington St.
2. Susie Kay's Café-1110 Washington St.
3. Crystal Pathway-1106 Washington St.
4. Custom Health -1011 S. 10th St.
5. Glaze N Paint - 909 Washington St.
6. TreeHouse Theater - 910 Washington St.
7. Big Brothers Big Sisters-810 Washington St.
8. The Seamstress-929 S. 8th St.
9. The Hearty Olive-921 S. 8th St.
10. Capitol Civic Centre-913 S. 8th St.
11. Heart & Homestead-909 S. 8th St.
12. *Kathie's Stage Door Pub-701 Franklin St.
13. Historic Schuette Bldg.-corner of Jay & 8th
14. Fabric Creations-912 S. 8th St.

15. Modern by Megean-910 S. 8th St.
16. The Village Square
Vacant - 908 S. 8th St.
Vacant - 904 S. 8th St.
17. Vacant - 920 S. 8th St.
(windows on Franklin St.)
18. Ivy Tails-836 S. 8th St.
19. *Manitowoc Coffee-836 S. 8th St.
20. Wrap It Up-830 S. 8th St.
21. Heavy Pedal Bicycles-826 S. 8th St.
22. Soodsma Insurance-805 Quay St.
23. *Manitowoc Public Library-707 Quay St.
24. Aspire Real Estate Group-822 S. 8th St.
25. The Wild Iris-820 S. 8th St.

26. Mike Howe Builders-818 S. 8th St.
27. Stockpile Games-816 S. 8th St.
28. The Flower Gallery-102 N. 8th St.
29. Progress Lakeshore-202 N. 8th St.
30. Acute Angle-210 N. 8th St.
31. Susan's Second Style-304 N. 9th St.
32. WestLake Golf-712 Chicago St.



Trolley Tours available - \$10
 Dec. 14 & Dec. 21 at 5:00, 6:00, 7:00
 Details at: www.downtownManitowoc.org