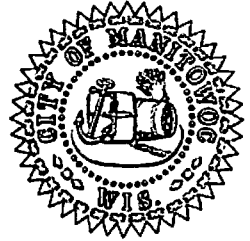




# CITY OF MANITOWOC

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



July 2, 2020

Tyler Kiel  
Manitowoc Firefighters Local 368  
900 Quay St  
Manitowoc, WI 54220

RE: *MDA Fill the Boot Drive – Use of traffic control items - August 27-31, 2020*

Dear Mr. Kiel:

The above request was acted upon by the Special Events Committee at the meeting on July 1, 2020, at which time the Committee granted your request.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

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.

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

Very truly yours,

Deborah Neuser  
City Clerk

DN:mrk

Enclosures

cc: Special Events Approval Group

**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](mailto:dneuser@manitowoc.org)**

## Conditions for Special Event Permit

A **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** to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to [mreedkadow@manitowoc.org](mailto:mreedkadow@manitowoc.org). Special Events Insurance Requirements are also enclosed. If beer or wine is being served, you will need to provide liquor liability in the amount of \$500,000 each occurrence and \$500,000 aggregate. If you have a bounce house on City property, coverage must state it specifically covers bounce house. **Insurance not provided within the required timeline may result in a fee of \$300**

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

\_\_\_\_ 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 door of your premises or 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.

\_\_\_\_ A non-profit or bona fide club may apply for a Temporary Class "B" license for the beer stand in the City Clerk's Office in City Hall. A licensed bartender must be at the premise at all times.

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

\_\_\_\_ 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.

\_\_\_\_ 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 Department of Public Works, 900 Quay St. at 686-6550 to obtain a stake permit.

X 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 to obtain details and pricing information for the use of the City equipment. If you are closing off a street, you shall provide traffic control barricades.

\_\_\_\_ 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.

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

\_\_\_\_ To arrange for the use of the baseball diamond at the park, and use of various equipment, you will need to contact both the Parks Department at 686-6518 and the Recreation Department at 686-3060.

\_\_\_\_ The telephone number to arrange for Manitowoc City Police Department assistance with your event is 686-6573.

\_\_\_\_ Contact the Fire Department at 686-6540 to obtain a fireworks permit.

\_\_\_\_ Waiver of the noise ordinance was approved from \_\_\_\_\_ to \_\_\_\_\_.



**SPECIAL EVENTS: Insurance Requirements**

	<b>LARGE</b>	<b>MEDIUM</b>	<b>SMALL</b>
<i>Commercial General Liability Coverage<sup>1</sup></i>			
<b>Each Occurrence</b>	\$1,000,000	\$1,000,000	\$500,000
<b>Damage to Premises</b>	\$1,000,000	\$1,000,000	\$500,000
<b>Medical Expenses<sup>2</sup></b>	\$5,000	\$5,000	\$5,000
<b>Personal &amp; Advertising Injury</b>	\$1,000,000	\$1,000,000	\$500,000
<b>General Aggregate</b>	\$2,000,000	\$2,000,000	\$1,000,000
<b>Products &amp; Completed Operations</b>	\$1,000,000	\$1,000,000	\$500,000
<i>Automobile Liability<sup>3</sup></i> <i>Either Combined Single Limit or Bodily Injury &amp; Property Damage Coverage</i>			
<b>Combined Single Limit</b>	\$500,000 each accident		
<b>Bodily Injury</b>	\$250,000 each person \$500,000 each accident		
<b>Property Damage</b>	\$100,000		
<i>Worker's Compensation and Employers' Liability</i>			
<b>Worker's Compensation</b>	as statutorily required		
<b>Employer's Liability</b>	\$100,000/accident, \$500,000 disease policy limit, \$100,000 disease/employee		
<i>Liquor Liability<sup>4</sup></i>			
<b>Liquor Liability Coverage</b>	\$500,000 each occurrence, \$500,000 aggregate		

All insurance for special events is required to be primary coverage and any insurance or self-insurance maintained by the City of Manitowoc, its officers, Council members, agents, employees, or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in full force throughout the entire event, including the clean up period after the event.

The City of Manitowoc and its officers, Council members, agents, employees, and authorized volunteers shall be listed as Additional Insured on General Liability Coverage, Comprehensive Automobile Coverage and Umbrella Coverage. An Additional Insured Policy endorsement must accompany the Certificate of Insurance. **PLEASE NOTE:** this is a separate document from the certificate of insurance.

A copy of the certificate of insurance must be on file with the City Clerk at least 10 days prior to the event occurring. The City of Manitowoc requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage. The insurance coverage must be provided by an admitted carrier in the State of Wisconsin.

<sup>1</sup> Claims made policies are not acceptable.

<sup>2</sup> For any one person.

<sup>3</sup> Must apply to any automobile, whether owned, non-owned, or hired.

<sup>4</sup> Required if alcohol is being served

## **INSURANCE REQUIREMENTS**

(a) For insurance purposes, there are three classes of events: Large Events, Medium Events, and Small Events. Each class has its own characteristics. The City reserves the right to make a final determination of the event's classification and the related insurance requirements that will be imposed upon the event organizer.

- i. **Large Events:** Any event requiring a street closure in the area bounded by Marshall Street on the South, Lake Michigan on the East, State Street on the North, and 10th Street north of the Manitowoc River and Franklin Street south of the River on the west (shown on Exhibit B) or any event whose attendance is anticipated to be greater than 5,000 people, events with amusement devices, pony rides, bleachers used to seat more than 5,000 people or fireworks displays. This category includes, but is not limited to, parades, concerts, bike races, auto shows, circuses, and sidewalk sales.
- ii. **Medium Events:** Any event whose attendance is expected to draw between 250 and 5,000 people. This category includes but is not limited to parades, concerts, dances or shows.
- iii. **Small Events:** Any event expected to draw less than 250 people. This category includes, but is not limited to, block parties, plays, private gatherings in parks, or similar events.

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 7/1/2020

**EVENT NAME:** Muscular Dystrophy Association Fill the Boot Drive

**ORGANIZER:** Manitowoc Firefighters Local 368 - Tyler Kiel

**E-MAIL ADDRESS:** tkiel@manitowoc.org

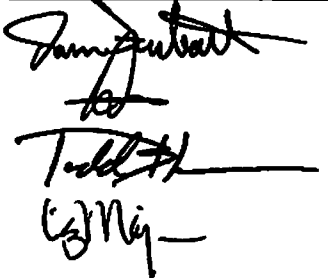
**EVENT DATE:** 8/27 - 8/31/2020

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Use of traffic control items to collect \$ for the MDA at S 10th & Franklin Streets by Fire Station 1 (traffic will not be obstructed)

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE	DENY
	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

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.

JUN 11 2020

### City of Manitowoc SPECIAL EVENTS APPLICATION FORM

MANITOWOC  
ENGINEERING

**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: Muscular Dystrophy Association Fill the Boot Drive

2. Date of Event: 8/27/20 If multiple days, Start Date: 8/27/20 End Date: 8/31/20  
 Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 1:45 am AM/PM Actual Start Time: 2:00 am AM/PM Finish Time: 6:00 am AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:  
Manitowoc Firefighters Local 368  
 Name of organization responsible for event:  
Tyler Kiel Telephone # PRIOR TO event ( 9203234343 )  
 Name (first, middle, and last) of event organizer  
 Telephone # DURING event ( \_\_\_\_\_ )  
 Contact name DURING event (if different)  
900 Quay St  
 Street Address  
Manitowoc, WI 54220  
 City, State, Zip E-mail address tkiel@manitowoc.org  
 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.

This event will be held at the intersection of S 10th and Franklin St. in front of Fire station 1. Volunteers from the Manitowoc Fire Department will be collecting donations in the street for Muscular Dystrophy Association. There will not be any obstruction of traffic lanes or flow.

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): \_\_\_\_\_

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? NA

How many vendors will be at your event? None

How many vehicles? NA

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:

We will pick up and drop off barricades and cones

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

Description	Cost/Day	# of Days*	# Needed	Other (list items and amounts)
Barricades	\$3.00	X	2	
3. Flashers	\$3.00	X	3	
8. Flashers	\$4.00	X		
Rail type-long	\$2.00	X		
Rail type-short	\$2.00	X		
Channelizer Drums	\$3.00	X		
Cones	\$1.50	X	20	
18"	\$1.50	X	3	
28"	\$1.50	X		
Safety vests	No charge	X		
Snow fence	\$4.00	X		
Rolls	No Charge	X		
Posts	No Charge	X		
Post driver/pounder	No Charge	X		
Traffic signs	\$2.00	X		
Traffic signs (Portable)	\$2.00	X		
Description	\$2.00	X		
Description	\$2.00	X		
Description	\$3.00	X		
Description	\$3.00	X		
Description	\$3.00	X		
Description	\$3.00	X		
Other (list items and amounts)				
<b>Total</b>				<b>198</b>

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Description	Cost/Day	# of Days*	# Needed	Other (list items and amounts)
Banquet tables, 8'	\$5.00	X		
Park benches	\$7.00	X		
Picnic tables	\$7.00	X		
Risers, platform	\$15.00	X		
Security stations	\$5.00	X		
Tent, 10'x10'	\$30.00	X		
Tent, 10'x20'	\$35.00	X		
Ticket booths, outdoor	\$15.00	X		
Trash cans	No Charge	X		
Wreger portable bandwagon, 35x8"	No Charge	X		
Other (list items and amounts)				
<b>Total</b>				<b>198</b>

\*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 Digger 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:

\_\_\_\_\_  
 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

We will be collecting donations for MDA for the Fill the Boot Drive  
 What are your estimated revenues and what will the revenues be used for?

Our Goal is \$15,000 and all money raised will go to MDA

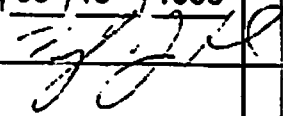
Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

**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, 18, 1986

Signature of Applicant: 

Date: 06/09/2020

## **Sandy Ronski**

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**From:** Tyler Kiel  
**Sent:** Wednesday, June 10, 2020 9:10 PM  
**To:** Sandy Ronski  
**Subject:** MDA Fill the Boot  
**Attachments:** scan0005.pdf

Special Events Committee,

I am contacting you in regards of the MFD Local 368 annual MDA Fill the Boot Drive to benefit local children who suffer from Muscular Dystrophy. I would like to get the permission from both you and your committee to hold this annual event. We have selected to hold the event on a Thurs, Fri and Sat as we have in the past years. The dates that we have chosen are August 27, 28, & 29 with a rain date of August 31st. The times are 2 to 6pm on Thurs and Friday and 10am till 2pm on Saturday. The intersection chosen is the same as in past years (S 10th and Franklin). All of the members volunteering to participate will be **OFF DUTY** and will be covered by an insurance policy plan provided by MDA. This year we will be taking precautions for COVID-19 to keep our members and the rest of the community safe.

Last year we were able to raise a total of \$17,000. This has been a very successful event which gets (for the most part) positive feedback from the citizens of Manitowoc as well as the visitors who are passing through town. I have been able to meet with many of the families and clients who benefit from this fundraiser and have seen firsthand how far a few hours of volunteering goes. I look forward to having another successful year this year and many more after. For that to happen, we need your help.

Attached you will find a completed "Special Events Application Form", "special consideration for waiver of part or all fees" Form and MDA Insurance.

If you need any other information on this event please do not hesitate to contact me.

Sincerely,

Tyler Kiel  
Firefighter/Paramedic  
Fill the Boot Coordinator