

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/9/2021

EVENT NAME: Lean on the Lakeshore

ORGANIZER: Holy Family Memorial - Joan Shavlik

E-MAIL ADDRESS: jshavlik@hfmhealth.org

EVENT DATE: 9/1 to 10/24/21

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of cabin 1 & LP tennis courts for kickoff; various biking & hiking events at Silver Creek Park, Camp Vits, Mariners Trail, & Henry Schuette Park, guided event at the Zoo; waiver of fees

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1)Organizer is responsible for cleaning cabin 1 at the end of the event. 2)Please be considerate to the zoo animals. Keep noise levels down, & direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat. 3)Please remind participants that dogs are not allowed in the Lincoln Park Zoo area.

RECEIVED

JUN 08 2021

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.

CITY OF MANITOWOC
PARKS DIVISION

1. Name/Description of Event: Hfm learn on the Lakeshore Kick off
2. Date of Event: Sep 1 2021 If multiple days, Start Date: / / End Date: / /
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 3 AM/PM Actual Start Time: 4 AM/PM Finish Time: 8 AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:

Holy Family Memorial
Name of organization/responsible for event

Jean M Shavlik
Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event 920 645 4018

Contact name DURING event (if different)

Telephone # DURING event () -

1702 Silver Creek Rd
Street Address

Manitowoc WI 54220
City, State, Zip

E-mail address Jshavlik@hfmhealth.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.

Lincoln Park Cabin 1, Tennis Courts, large grassy flat area, & cooking grills @ Cabin 1

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

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? Cabin 1

Tennis Courts (only 1 section of 2 or 3 etc), + a grassy area + grills

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 the ~~event organizer's~~ 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

Handwritten: AM 5845



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? 50 to 200

How many vendors will be at your event? 0

How many vehicles? - Attendees Vehicle?

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~~ event? Yes No

If yes, contact the Fire Department at (920) 686-6547 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: Cabin 1

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) 686-3550 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:

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'	_____	X	_____	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: _____

 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: \$50 fee, to do Lean on Lakeshore (all events included in the fees)

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 4/9/1964
Signature of Applicant: Jeri Shuck Date: 6-8-21

**CITY OF MANITOWOC – DEPARTMENT OF PUBLIC INFRASTRUCTURE
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 Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two (2) years indicating all expenses and all revenues of the group/organization may be requested by the committee. Groups or organizations must be current on all financial accounts with the City of Manitowoc.

ALL QUESTIONS MUST BE ANSWERED

Name of event: ^{Hfm} Lean on the Lakeshore

1. Name of club/organization making request Holy Family Memorial
Address 2300 Western Ave, mtwc Telephone 920 320 4663

2. Names of club officers: Name Address Telephone
President Joni Sharlik 1702 Silver Creek Rd WK 320-4663
Cell 920 645 4018
Secretary Emily Werner 1650 So. 41st mtwc 920 320 4600
Treasurer _____

3. Facility requested: Attached
Equipment requested: _____

4. Specific dates and hours facility/equipment will be used: Date(s) Attached Hrs. _____

5. Please explain your request, as to what fees you desire waived or reduced and reasons. _____

6. Which do you consider your group to be?
A. Community service B. Non-profit 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 _____ No

8. If #7 is "yes," explain and list specific charges _____

9. What will revenues be used for? _____

10. Do you wish to meet personally with the Committee to discuss this request? Yes _____ No
If "yes," please provide the following information of individual to contact:

Name Joni Sharlik Address _____ Telephone _____
Signed Joni Sharlik Date 6-8-21

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

City of Manitowoc – Dept of public infrastructure Special Consideration for Waiver of Fees

Wednesday Sept 1st 4pm to 8pm Lincoln Park Cabin 1 Kickoff to HFM Lean on the Lakeshore 2021

4pm to 7pm Self Guided Zoo Program for Lean on the Lakeshore Participants per Vicky at Zoo

5pm to 6pm **Tennis court area** for Pound! Class. Only need 1 section, prefer the 3 court section for best social distancing

50+

6pm to 7pm **A large grassy area** at Lincoln Park for Yoga, or perhaps the tennis court again

7pm to 8pm **grills near Cabin 1 for cooking demo**

Sept 7th 5:30pm – 7pm Bike Maritime Trail, meet in Marina Parking lot Bike to Lighthouse Inn and back

Sept 22nd Silver Creek Park 4pm hike the park trails, meet at the Field House, 5pm Hill Workout on the sledding hills, Complete by 6pm

Sept 26 Camp Vits Hike 9am (will need parking info to pass along once the site construction is completed) this will be pending completion of the parking area.

Sept 27 Schuette Park 4:30pm Strength Circuit 5pm Guided hikes

Oct 9th 9am Bike Maritime Trail TO Point Beach and Back

Oct 24th 1pm Lincoln Park Zoo event guided by Zoo staff (this will be confirmed once the Packer Schedule is out).

Requesting usage of all above listed areas, and fee waiver for any location usage fees. HFM Lean on the Lakeshore is a 70 day challenge. We will test a blood sample for a lipid panel pre and post challenge and guide participants to improve their numbers with activity, nutrition, and behavioral health. We've enjoyed using the locations in the Manitowoc park system and look forward to using them again.

Thank you for considering our events.

Sincerely,

Joni Shavlik

Wellness Specialist

Cell 920 645 4018, wk 920 320 4463, email jshavlik@hfmhealth.org