

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 11/9/2022

EVENT NAME: Ultimate Lakeshore Weekend

ORGANIZER: Ultimate Sports Weekend - Cole Boge

E-MAIL ADDRESS: [ultimatesportsweekend@yahoo.com](mailto:ultimatesportsweekend@yahoo.com)

EVENT DATE: 6/24-25/2023

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Youth baseball tournament at Manitowoc Youth Sports Complex. MYBA to maintain fields for this event.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec	
Dan Koski /ec	
Eric Nycz /ec	
Jason Freiboth /ec	
Jason Russ /ec	
Kim Lynch /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Ultimate Sports Weekend, LLC  
 Name of Applicant Cole Boge  
 Street Address 915 Taft St.  
 Mailing Address (if different) \_\_\_\_\_  
 City, State, Zip Kaukauna, Wi. 54130  
 Primary Phone \_\_\_\_\_  
 Cell Phone 920-949-1088  
 Email ultimate.sportsweekend@yahoo.com  
 Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
 On-Site Contact Cole Boge  
 On-Site Cell Phone # \_\_\_\_\_  
 On-Site Security Contact Name \_\_\_\_\_  
 On-Site Security Contact Phone # \_\_\_\_\_

### EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Missing Map/Drawing



Youth Baseball Tournament AT  
 MANITOWOC YOUTH SPORTS COMPLEX

Event Name Ultimate Lakeshore Weekend

Public Event YES  NO

Location Manitowoc Sports Complex

Estimated Total Attendance 1,000

Estimated Attendance 750  
from outside City of Manitowoc

Staging Area X

Event Website www.ultimate.sportsweekend.com

Event Date(s) June 24-25, 2023

Event Start Time 8 AM  PM

Event End Time 8 AM  PM

Setup Date(s) June 23, 2023

Setup Start Time 4 AM  PM

Teardown Date(s) June 25, 2023

Teardown End Time 8 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

**FACILITY REQUESTS**

- Facility Location \_\_\_\_\_
- Mariner's Trail FROM \_\_\_\_\_ TO \_\_\_\_\_
- Athletic Field(s) Request 4 diamonds
- Special Power Requirements \_\_\_\_\_
- Special Lighting Possibly lights (only if it rains and we get pushed back)  
(ex. ball diamonds)
- ADA Accommodations \_\_\_\_\_

*No Alcohol*

**VENDORS & MONEY EXCHANGE**

- Alcohol Sales Request for Extension of Premises Class B License
- Alcohol Served End Time \_\_\_\_\_
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many \_\_\_\_\_
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue \_\_\_\_\_
- Revenue to be used for \_\_\_\_\_

**ROUTE**

Route map must be submitted with application

- Road Closure  
Describe location(s) + time(s)
- Timed Route
- Road Crossing  
Describe where + if assistance needed
- Course Marking  
Describe type
- Sidewalk  
Describe usage

**EVENT STRUCTURES**

Site map must be submitted with application

- Staking Structures into Ground  
(greater than 6")
- Fencing
- Bounce House # \_\_\_\_\_
- Portable Restrooms # \_\_\_\_\_
- Signs/Banners # \_\_\_\_\_
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

**EVENT FEATURES**

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

**SOUND**

- Amplified Sound
- Start Time \_\_\_\_\_ AM PM
- End Time \_\_\_\_\_ AM PM
- Type of Sound \_\_\_\_\_

**EQUIPMENT REQUESTS**

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at [www.manitowoc.org](http://www.manitowoc.org).

DELIVERY DATE June 23 TIME 5 or so AM  PM  LOCATION MSP

PICKUP DATE June 26 TIME Anytime AM  PM  Place items in original drop-off location after event.

\*Indicate Quantities on Line

**GAMES**

- Bean Bag Toss \_\_\_\_\_
- Ring Toss \_\_\_\_\_
- Sports Kit \_\_\_\_\_

**STAGING / RISERS**

- RISERS – 4' x 8' Wooden Platforms  
6" H \_\_\_\_\_ 12" H \_\_\_\_\_ 18" H \_\_\_\_\_
- Staging – 8'x12'
- Portable Bandwagon – 35'x8'

**TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)**

- Banquet tables – 8'x40" \_\_\_\_\_
- Benches – 4' wooden \_\_\_\_\_
- Bleachers – 15'x5' portable \_\_\_\_\_
- Chairs – metal, folding \_\_\_\_\_
- Picnic Tables – 6' wooden \_\_\_\_\_
- Picnic Tables – 8' wooden, ADA accessible \_\_\_\_\_

*Maybe a few of these for the people to sit and eat. Unsure how many*

**TENTS**

- Tent – 10'x 20' \_\_\_\_\_

**TRAFFIC CONTROL ITEMS**

- Barricades – 2' \_\_\_\_\_
- Barricades – 3' \_\_\_\_\_
- Barricades – 8' \_\_\_\_\_
- Barricades – 12' rail-type \_\_\_\_\_
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" \_\_\_\_\_
- Cones – 28" reflective \_\_\_\_\_
- Delineators – 42" reflective \_\_\_\_\_
- Parking posts with concrete base – 42"H (rope or tape not included) \_\_\_\_\_
- Traffic signs (sign only – typically placed on barricades)
  - Road Closed \_\_\_\_\_
  - Road Closed Ahead \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**MISCELLANEOUS ITEMS**

- Disc golf basket – portable \_\_\_\_\_
- Grill – 2' x 3' portable, outdoor \_\_\_\_\_
- P.A. system – microphone, sound board, 2 speakers with stands \_\_\_\_\_
- Post pounder / driver \_\_\_\_\_
- Power pedestal – portable \_\_\_\_\_
- Safety vests \_\_\_\_\_
- Security stanchions \_\_\_\_\_
- Snow fence – 50' rolls – plastic \_\_\_\_\_ wooden \_\_\_\_\_
- Snow fence – posts \_\_\_\_\_
- Ticket booths – outdoor \_\_\_\_\_
- Trash barrels \_\_\_\_\_ *Some extras*
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 300?

Where do you plan to park vehicles parking lots

Are there any special parking considerations (VIP, ADA, Security, Emergency Vehicles, etc) \_\_\_\_\_

**SAFETY & SECURITY**

The City requires security based on attendance

Do you need assistance from: Police Dept  Fire Dept/Ambulance

Describe \_\_\_\_\_

Date/Time NA

Location \_\_\_\_\_

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES  NO   
(If so, please attach)

**ADDITIONAL QUESTIONS**

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

Do you have any questions/comments/additional requests?

I am working with MYBA. they will run the concession stand and prep the fields.

**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 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.

Date of birth of applicant 10/18/88

Signature of Applicant: [Signature]

Date: 9-14-22

E-MAIL

PRINT