

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 11/3/2021

EVENT NAME: Metro Jam

ORGANIZER: Metro Jam & Grow It Forward, Inc. - Bob Mittnacht & Amber Daus

E-MAIL ADDRESS: rmittnacht@wi.rr.com

EVENT DATE: 6/17 to 6/18/22

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Washington Park & Metro Stage for outdoor music festival; waiver of rules prohibiting alcohol in the park; use of traffic control & parks equipment; City Electrician to disconnect sound equipment; basketball courts to be closed; tent on grass east of stage & fencing
(No street closure in 2022)

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

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

COUNCIL ACTION REQUIRED:

Waiver of rules prohibiting alcohol in the park

ITEMS TO INCLUDE IN LETTER:

Please submit a completed Stake Permit application at your earliest convenience. Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St.

RECEIVED

NOV 18 2020

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
ENGINEERING

1. Name/Description of Event: Metro Jam

2. Date of Event: _____ If multiple days, Start Date: August 20, 2021 End Date: August 21, 2021
 Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 7:00 AM AM/PM Actual Start Time: 12:00 PM AM/PM Finish Time: 10:00 PM AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:
Grow It Forward Inc. & Metro Jam / Bob Mittnacht
 Name of organization responsible for event
Robert John Mittnacht Telephone # PRIOR TO event ((414) 852-5718)
 Name (first, middle, and last) of event organizer
Same Telephone # DURING event ((414) 852-5718)
 Contact name DURING event (if different)
239 E. Chicago St. Unit 605
 Street Address
Milwaukee, WI 53202 E-mail address rmitnacht@wi.rr.com
 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.

42nd Annual Metro Jam Free Concert at the Metro Stage in Washington Park. Same setup and layout as previous years. Tent placed on grass just east of the stage and fencing around the sides of the stage and around the perimeter of the basketball court behind the stage.

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

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

All facilities including Metrostage, restrooms, electrical power and the entire park.

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): 12th St. between Washington St. and Marshall St.

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

A/N
5491



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? 2,000 at peak (Sat. evening)

How many vendors will be at your event? 4-5 How many vehicles? 8-10

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: Friday 5:30 PM to 9:30 PM and Saturday 12:00 PM to 10:00 PM

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No

If yes, please describe:

City electrician to connect and disconnect electrical power for sound and stage lighting.

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:

Washington Park permanent rest rooms plus 8 portable rental toilets along 12th St.

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:

Washington Park on Friday morning, August 20, 2021 at 9:00 AM

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	<u># Needed</u>		<u># of Days*</u>		<u>Cost/Day</u>		<u>Total</u>	
Barricades								
2'		X		X	\$3.00	=		Flashers _____
3'		X		X	\$3.00	=		Flashers _____
8'	<u>2</u>	X	<u>2</u>	X	\$4.00	=	<u>16.00</u>	
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"	<u>6</u>	X	<u>2</u>	X	\$1.50	=	<u>18.00</u>	
Safety vests		X		X	No charge	=	No Charge	
Snow fence								
Rolls	<u>10</u>	X	<u>2</u>	X	\$4.00	=	<u>80.00</u>	
Posts	<u>30</u>	X	<u>2</u>	X	No Charge	=	No Charge	
Post driver/pounder	<u>1</u>	X	<u>1</u>	X	No Charge	=	No Charge	
Traffic signs	<u>2</u>	X	<u>2</u>	X	\$2.00	=	<u>8.00</u>	Description <u>Road Closed</u>
		X		X	\$2.00	=		Description _____
		X		X	\$2.00	=		Description _____
Traffic signs (Portable)	<u>1</u>	X	<u>2</u>	X	\$3.00	=	<u>6.00</u>	Description <u>No Parking</u>
		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'	<u>6</u>	X	<u>2</u>	X	\$5.00	=	<u>60.00</u>	
Park benches		X		X	\$7.00	=		
Picnic tables	<u>6</u>	X	<u>2</u>	X	\$7.00	=	<u>84.00</u>	
Risers, platform	<u>6</u>	X	<u>2</u>	X	\$15.00	=	<u>180.00</u>	Description <u>Wooden 1 foot high</u>
Security stanchions	<u>11</u>	X	<u>2</u>	X	\$ 5.00	=	<u>110.00</u>	
Tent, 10'x10'		X		X	\$30.00	=		
Tent, 10'x20'	<u>1</u>	X	<u>2</u>	X	\$35.00	=	<u>70.00</u>	
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 632.00

*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:

Possible Police assistance if needed to deter basketball playing on closed courts Friday and Saturday.

 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):

Please waive all fees as Metro Jam is a free concert put on to benefit the community and also bring visitors to Manitowoc. The Manitowoc Jaycees and Metro Jam organizers all donate their time as volunteers to put on this 42nd Annual event.

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

Free admission event. Grow It Forward will coordinate beverage and food concession sales.

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

Est. net conc. rev. \$1,000. Profits from concessions used to support Grow it Forward community efforts.

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

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 August 27, 1953

Signature of Applicant:  METRO JAM Date: NOV. 13, 2020

DOB November 16, 1979

Signature:  Date: November 16, 2020
GROW IT FORWARD INC.

Mackenzie Reed-Kadow

From: Sandy Ronski
Sent: Wednesday, November 18, 2020 11:58 AM
To: SpecialEvents
Subject: FW: Special Event Application - Metro Jam 2021
Attachments: Certificate of Insurance Grow It Forward 2021.pdf; Metro Jam 08-20-21 to 08-21-21.pdf

Recurring event in a different month

Sandy Ronski
Operations Clerk II
Transit, Cemetery, & Parks
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax

From: Bob Mittnacht [mailto:rmittnacht@wi.rr.com]
Sent: Wednesday, November 18, 2020 10:33 AM
To: ParksAdmin
Cc: 'Amber Daug's'; atownsend@starckre.com; sambusse10@gmail.com; Tom Chermak
Subject: Special Events Application - Metro Jam 2021

Good Morning Manitowoc Parks Staff,

Attached please find our Special Events Application for Metro Jam at Washington Park on Friday and Saturday, August 20 and 21, 2021. The application has been signed by Bob Mittnacht on behalf of Metro Jam and by Amber Daug's on behalf of Grow It Forward Inc., our new partner in presenting Metro Jam beginning in 2021. Also attached is a Certificate of Insurance covering Metro Jam for 2021 and naming the City of Manitowoc as an additional insured.

We all fully hope to see a much safer and healthier world around us by next summer, but we do feel that planning Metro Jam for August rather than our usual June dates is a prudent move with a better chance of success for 2021. Please review and approve our application for Metro Jam 2021, assuming conditions will be such in later summer that the concert can take place in a safe and healthy manner.

Thank you,
Bob Mittnacht
Metro Jam Founder and Co-Organizer
414-852-5718