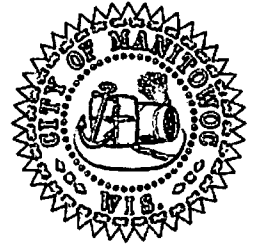


CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



March 13, 2020

Manitowoc Safety Patrol Association
Mr. Roger Lodel
12507 W. Hillcrest Road
Whitelaw, WI 54247

RE: Annual Safety Patrol Picnic – Silver Creek Park – May 20, 2020 (Rain Date: May 21, 2020)

Dear Mr. Lodel:

Your special events request for the use of concession stand area of Silver Creek Park along with the park and park's equipment on May 20, 2020 with a rain date of May 21, 2020, to hold the Safety Patrol Picnic to reward all the crossing guard children with use of equipment and electrical service, was acted upon by the Special Events Committee at the meeting of Wednesday, March 11, 2020.

At said meeting, the Committee unanimously recommended granting request.

To arrange the details for the use of the Silver Creek Park concession stand, please contact the Park office at 686-6518.

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 920-686-6950.

Very truly yours,


Deborah Neuser
City Clerk

DN:mrk

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

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/11/2020

EVENT NAME: Safety Patrol Picnic

ORGANIZER: Manitowoc Safety Patrol Assoc. - Roger Lodel

E-MAIL ADDRESS: papalodel@gmail.com

EVENT DATE: 5/20/20 (rain 5/21/20)

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Silver Creek Park including concession stand for a picnic for all grade school kids who patrol intersections, etc. during the school year; use of snow fence, tables, risers, games, PA system, coolers, etc.

DISCUSS ADA ACCESSIBILITY (Parking, toilets, ADA picnic tables, etc.) _____

ELECTRICAL NEEDED _____

GARBAGE PICKUP _____

WATER NEEDED _____

EVENT SIGNS _____

INFLATABLES/TENTS/FENCING _____

STREET CLOSURE TIME _____

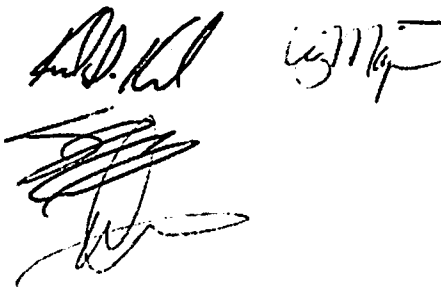
PARKS DELIVERY TIME _____

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.

Mackenzie Reed-Kadow

From: Karen Dorow
Sent: Wednesday, March 11, 2020 2:33 PM
To: Todd Blaser
Cc: Chad Scheinoha; Curtis Hall; Dan Koski; Elizabeth Majerus; Jason Freiboth; Karen Dorow; Kathleen McDaniel; Mackenzie Reed-Kadow; Marshall Black; Nick Reimer; Sandy Ronski; Steve Corbeille; Todd Blaser
Subject: Safety Patrol Picnic

Hi Todd,

The Safety Patrol Picnic was addressed at the SE meeting today. They would like to request an MFRD vehicle at the picnic along with a couple of fire fighters and paramedics. Karl will follow up with you.

Karen Dorow | Business Manager
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220
Office (920) 686-6514
Mobile (920) 374-0404



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: MANITOWOC SAFETY PATROL PICNIC 69th Annual
2. Date of Event: 5/20/20 If multiple days, Start Date: 5/21/20 End Date: 5/20/20
 Include dates and times needed for setup and take down/cleanup: RAIN DATE
3. Time Event will Begin Setup: 7:00 (AM)PM Actual Start Time: 10:00 (AM)PM Finish Time: 2:00 (AM)PM
4. Name and Complete Address of Organization/Individual Organizing the Event:

MANITOWOC SAFETY PATROL ASSOCIATION
 Name of organization responsible for event

Roger L. Lodel Telephone # PRIOR TO event (920) 362-7913
 Name (first, middle, and last) of event organizer

Telephone # DURING event (920) 362-7913
 Contact name DURING event (if different)

12507 W Hillcrest Road
 Street Address

Whitefish, WI 54247 E-mail address papalodel@gmail.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.

Annual Picnic for the kids helping patrol at their school. Picnic is run in conjunction with the school, Police Dept, Fire Dept AND Parks Dept. AND the Safety Patrol Assoc. GAMES, FOOD AND PRIZES ARE AWARDED FOR THEIR EFFORTS. THIS IS THE 69th year this event is being held.

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

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

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

Handwritten initials/signature



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? 600

How many vendors will be at your event? None How many vehicles? 20

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: 10:00 AM - 2:00 PM

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: Park Restrooms

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:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*	Cost/Day	=	Total	
Barricades							
2'		X		\$3.00	=		Flashers _____
3'		X		\$3.00	=		Flashers _____
8'		X		\$4.00	=		
Rail type-long		X		\$2.00	=		
Rail type-short		X		\$2.00	=		
Channelizer Drums		X		\$3.00	=		
Cones							
18"		X		\$1.50	=		
28"		X		\$1.50	=		
Safety vests		X		No charge	=	No Charge	
Snow fence							
Rolls	3	X		\$4.00	=		
Posts	35	X		No Charge	=	No Charge	
Post driver/pounder	1	X		No Charge	=	No Charge	
Traffic signs		X		\$2.00	=		Description _____
		X		\$2.00	=		Description _____
		X		\$2.00	=		Description _____
Traffic signs (Portable)		X		\$3.00	=		Description _____
		X		\$3.00	=		Description _____
		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		\$5.00	=		
Park benches		X		\$7.00	=		
Picnic tables	20	X		\$7.00	=		
Risers, platform	1	X		\$15.00	=		Description 3-6"
Security stanchions		X		\$ 5.00	=		
Tent, 10'x10'		X		\$30.00	=		
Tent, 10'x20'		X		\$35.00	=		
Ticket booths, outdoor		X		\$15.00	=		
Trash cans	20	X		No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***		X		\$240.00	=		
Other (list items and amounts)							see attachment

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: Police Department
they help run
the picnic.

Officer Andrew Thrilling
 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): ALL FEES

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 Money and Prize Donations will be collected
From ALER Business and Civic group, & Private citizens of
Manitowish

What are your estimated revenues and what will the revenues be used for? IF THE AVERAGE COST
OF THE PICNIC IS \$3600 US DOLLARS (ALL DONATIONS)

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 11 / 02 / 1956

Signature of Applicant: Roger Z Zedler

Date: 2-03-2020

GAMES

2-ring toss
2-bean bag
1-cain game
12-gunny sacks
tug-o-war rope {80'}

SOUND SYSTEM

speakers & stands
radio
mic. & stand
1-ext. cord
1-power outlet cord

PHONE NUMBERS

McMullen & Pitz 682-0131 ROPE
Red Arrow 683-5500 SAWDUST

5-nesco's
2-coffee pots
box of ext. cords CP
box of pencils
1-bag of caulk
1-caulker

1-cooler filled / ice
(3) ~~2~~-coolers for drink / ice
- 540ft Hose to fill Drinks
1-first aid kit
tool box

CLEANING SUPPLIES

1 box-sos pads
dish soap
bleach
dish towels
4-old towels
2 buckets-scrubs

PARK SHOP

3 rolls-snow fence
35-fence posts
wire ties & tool
fence pounder

CP

blue barrel of rope

2 gravel shovels
2 grass rakes

Please HAVE Bathrooms Cleaned AND well stocked.