CITY OF MANITOWOC

WISCONSIN, USA www.manitowoc.org



January 15, 2021

Bruce Steinbecker Manitowoc Junior Ships 941 Sarah Miles Lane Manitowoc, WI 54220

RE:

Manitowoc Youth Baseball Tournament - May 8, 2021; May 16, 2021; July 9-11, 2021; July 17-18, 2021

Dear Organizer:

At a meeting held on **January 13, 2021**, the Special Events Committee approved your request to hold **Manitowoc Youth Baseball Tournament**. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges. When listing sponsors for your event, we ask that you consider including *The City of Manitowoc* as some or all standard event-related fees have been waived.

Because of the changing conditions surrounding the COVID- 19 Pandemic, please note that this approval is contingent upon the event taking place in accordance with any federal, state, or local regulations applicable on the date of the event. If the event is unable to be held due to regulatory limitations, any standard fees not previously waived will be refunded. The City encourages event organizers to make public service announcements regarding social distancing, mask wearing and hand washing periodically throughout the course of the event. Please also remind participants to follow all rules for the event location and those contained in the Special Events Guidebook.

Due to COVID-19, please "check-in" by emailing <u>parksadmin@manitowoc.org</u> at least 45 days before your event to account for any changes in circumstances.

Please remind participants that dogs are not allowed in Citizen Park.

If you have any questions, please contact me at 920-686-6950.

Sincerely

Mackenzie Reed-Kadow

City Clerk

MRK:ab Enclosure

cc:

Special Events Approval Group

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/16/2020 **EVENT NAME: Manitowoc Youth Baseball Tournament**

ORGANIZER: Manitowoc Junior Ships - Bruce Steinbecker

E-MAIL ADDRESS: steinbecker4@gmail.com

EVENT DATE: 5/8/2021

NEW OR RECURRING: Recurring

DENY

LOCATION/DESCRIPTION: Youth baseball tournament at C itizen Park

COMMITTEE CONCERNS:

CONAR	AITTEE	DECISION	

APPROVE Approved when signed forms returned

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1) Please remind participants that dogs are not allowed in Citizen Park. 2) Due to COVID-19, please "check in" by emailing parksadmin@manitowoc.org at least 45 days before your event to account for any changes in circumstances.

City of Manitowoc SPECIAL EVENTS APPLICATION FORM

DEC 0 9 2020

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to C 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. Manitowoc Youth Baseball Touranment Name/Description of Event: Date of Event: 05/08/2021 _ If multiple days, Start Date: ___ Include dates and times needed for setup and take down / eleanup. Time Event will Begin Setup: 8:00 a.m AM/PM Actual Start Time: 9:00 a.m AM/PM Finish Time: 7:00 pm AM/PM Name and Complete Address of Organization/Individual Organizing the Event: Manitowoc Junior Ships Name of organization responsible for event Telephone # PRIOR TO event (920-901-3843 Bruce Ryan Steinbeckeer Name (first, middle, and last) of event organizer Telephone # DURING event (Same Contact name DURING event (if different) 941 Sarah Miles Lane Street Address E-mail address steinbecker4@gmail.com Manitowoc Wi 54220 City, State, Zip of event organizer Is the sponsoring organization a 501(c)(3) organization? 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. 2 Complex diamonds Will the event be held in a Manitowoc park or utilize any park facilities (Yes. Which park? Citizens Park What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? diamonds Have you reserved the park &/or park facilities? Yes No If no, please contact the Parks Division at 1920) 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? (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 Manitowoe, 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 canacity of the facility and that no intoxicating liquor or fermented mult beverages shall be served to minors. Permittee agrees to use

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:
Tell Us About Your Event: What is the estimated attendance at your event, including observer	s? 100 people per game
How many vendors will be at your event? 0	How many vehicles? 50 vehicles per game
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 app	proval. Contact the Police Department if traffic control is needed.
Will food be prepared and/or served at the event? Ves No You are responsible for obtaining any necessary permits for food for	
Will you be having a band or amplified music? Yes No	
Will a loudspeaker or similar electric sound amplification system l	
Will the City need to provide any special electrical assistance or li If yes, please describe: lights for fields	ghting (of ball diamonds, etc.). Yes No
Contact the Parks Division at 686-3580 with questions.	
Will any of the following services be required? Clean-up For help defining your parking, clean-up, & traffic control needs. I	Street-sweeping slease contact the Streets & Sanitation Division at (920) 686-6550.
Will any fireworks or pyrotechnic devices be used during the even If yes, contact the Fire Department at (920) 686-6540 to secure the	Ti Yes No ne proper permits for firework usage,
Will animals be present at the event? Yes in 11 yes, pleas they will be located.	e indicate what types of animals, how many are expected, and where
What tollet facilities will be made available to your participants	
Please describe the toilet facilities that will be provided, includ All indoor facilities located at Citizens Park	ing their locations and the number of units:
Will alcoholic beverages be served/sold? Yes No If yes, a Please contact the City Clerk's Office at (920) 686-6950 to obtain	"Special Class B" license will allow sale/service of beer and/or wine.

	in the case of a page a detailed explain			cohol licen	se, do	you need an e	xtensi	on of your premise? Yes No If ves, give
	Do you require a	waiver of the res	striction	i to serve a	lcohol	in a park?	Yes	● Mo
8.	Equipment Needed fo	or Your Event:						
	Equipment rental char delivery/nickup by C							i. A non-waivable delivery fee will be charged if ntal costs.
	and returned weekdays	s between 7:00 A th a Parks staff n	.M. an nember	d 2:30 P.M. prior to un	. It is	the renter's re-	spons	vision at 686-3580. All items must be picked up ibility to sign in all materials in the Streets & urn. It is unacceptable to drop off rental materials
	Please indicate where	and when the i	tems si	hould be d	eliver	ed:		
	ase indicate the total n							
Stre	ets & Sanitation Division	•						
		# <u>Needed</u>	Ħ	of Days*		Cost/Day		Total
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3110	w fence Rolls		X		х	\$4.00	=	
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	Post driver/pound		x [X	No Charge	=	No Charge
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Tra	ffic signs (Portable)		X		X	\$3.00	=	Description
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Oth	er (list items and amou	nts)						
D	les Division Cavinna-1	(696_359A). D.,	NOT	ount ann s	icnic	tahles parkaa	o can	s, etc. already located at the park.
Par	rquet tables, 8'		X	oum mil h	X	\$5.00	=	of tree arrange rounted we tree pro-
Du-	k benches		$\hat{\mathbf{x}}$		X	\$7.00	=	Supermonent and Assessment and Asses
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	curity stanchions		$\hat{\mathbf{x}}$		X	\$ 5.00	=	• • • • • • • • • • • • • • • • • • • •
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		-	$\hat{\mathbf{x}}$		X	No Charge	=	No Charge
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Wenger portable bandwagon, 35x8'**

Other (list items and amounts):

\$240.00

0

TOTAL RENTAL CHARGES

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Х

^{*}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 O Yes O No
	Fence Yes O 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 ves 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 1f yes, please describe:
	Name of Security Coordinator () () Phone # before event Phone # the day of the event
	Name of Security Coordinator Findice # before event I note # are 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): Per contract with Junior Ship program
÷	Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event? Yes No It yes, explain and list specific charges Registration fee is collected from participating teams to cover: umpire fee / baseballs / awards
	What are your estimated revenues and what will the revenues be used for?
	\$1000 to be used to fund Junior Ship baseball program

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 05/13/19/2	
	12/04/2021 Bruce S
Signature of Applicant:	Date:

May 8th tournament played at Citizens Park

This tournament will begin games approximately at 8:00 a.m. Games will last 90 minutes. Per covid guidelines, a 30-minute transition time is built in for teams to exit complex while new participants enter. Therefore, the next set of games would begin 30 minutes after. Games will continue following this format for the duration of the day, ending approximately at 6:00 p.m

May 16 tournament held at Municipal Baseball Field and Dewey Park Baseball Field

This tournament will begin approximately 9:00 a.m. Games will last 1 hour and 45 minutes. Per Covid guidelines, a 30 minute transition time is built in for teams to exit the facility while new participants enter. Games will continue this format, ending approximately at 7:00 p.m

July 10-12 tournament held at Citizens Park

This tournament begins Friday at approximately 3:00 p.m. Games are schedule every two hours, and just like the above tournaments a 30 minute transition time is built into the schedule. 3 sets of games will be played Friday night, with the last games ending at approximately 9:00 p.m.

Saturday and Sunday will follow the same format, as games will begin at approximately 8:00 a.m and finish approximately at 9:00 p.m

Because of the volume of teams for this tournament, a staggered start time will be utilized for all games to limit the number of participants entering and leaving the complex at the same time.

July 17/18 tournament held at Municipal Baseball Field

This tournament will begin approximately 9:00 a.m. Games will last 1 hour and 45 minutes. Per Covid guidelines, a 30 minute transition time is built in for teams to exit the facility while new participants enter. Games will continue this format, ending approximately at 7:00 p.m

2020 Manitowoc Baseball Association Tournament Waiver

I HEREBY ASSUME ALL RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITHT MANITOWOC BASEBALL ASSOCIATION TOURNAMENTS, including by way of example and not limitations, any risks that may arise from negligence or carelessness on the part of persons or entities being released from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify my player is physically fit, have sufficiently prepared or trained for participation in this activity and have not been advised by a qualified medical professional to refrain from participating. I certify there are no health-related reasons or problems, which preclude the player's participation in this activity.

- (A) I waive, release and discharge Manitowoc Baseball Association from any and all liability, including but not limited to, liability arising from negligence or fault of the entities or persons for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event. The following entities or persons: Manitowoc Baseball Association and their coaches, volunteers, directors and representatives.
- (B) I HOLD HARMLESS AND PROMISE NOT TO SUE the entities or persons mentioned above from all liabilities or claims made as a result of participation in this activity, whether caused by negligence of release or otherwise.

I acknowledge that this activity may involve a test of a person's physical and mental limits and carries with it the potential death, serious injury, and property loss. The risks include, but are not limited to those caused by terrain, facilities, temperature, weather, condition of player, lack of hydration, and actions of other people. Including, but not limited to participants, volunteers, monitors, and or producers of the activity. These risks are not only inherent to participants, but are also present for volunteers.

I further acknowledge there is a risk to have contact with individuals, who have been exposed to and/or have been diagnosed with a communicable disease, including but not limited to COVID 19 or other medical conditions and it is impossible to eliminate the risk that I could be exposed to and/or become infected through contact with or in proximity with an individual with a communicable disease.

I hereby consent to receive medical treatment, which may be advisable in the event of injury, accident, and/or illness during this event.

I CERTIFY THAT I HAVE READ THIS DOCUMENT FULL ANAD UNDERSTAND ITS CONTENT. I AM AWARE THIS IS A RELEASEE OF LIABILITY CONTRACT AND I SIGN IT ON MY OWN FREE WILL

Minors printed first and last name:
Parent/Guardina printed first and last name:
Parent/Guardian Signature:

MANITOWOC BASEBALL TOURNAMENT GUIDELINES

All players must complete the COVID waiver before they can participate in the Manitowoc tournament.

- The signed waiver must be turned in with the roster sheet before the first game
- The concession stand will be open and ran by a hired private organization
- Most bleachers will be removed, so spectators should plan to bring chairs.

Player Guidelines:

- Parents are requested to do a daily symptom assessment of their player. Anyone experiencing symptoms
 including a temperature of 100.3 must stay home and not participate.
- Wearing a face covering is encouraged while not on the field of play.
- While not on the field, players should social distance to the best of their ability.
- Gear should be spaced apart.
- Each player need to have their own drink/water bottle
- Sharing of equipment is discouraged and should be sanitized between uses.
- No touch rule—players should refrain from high fives, handshake lines, and other physical contact with teammates. Opposing players, coaches, umpires and fans. A "tip of the cap" can be used following the game in lieu of the handshake line.
- Coaches and players should try not to huddle between innings
- No spitting, or eating seeds, gum, or similar products

Coaching Guidelines:

- Coaches are requested to do a daily symptom assessment. Anyone experiencing symptoms including a temperature of 100.3 or higher must stay home and not participate.
- Wearing a face covering is encouraged
- No touch rule—coaches, refrain from high fives, huddles between innings, and other physical contact with players, other coaches, umpires and fans. Use a tip of the cap to express respect.
- No spitting or eating seeds, gum or other similar products.
- Whenever possible, equipment and other personal items should not be shared. If equipment must be shared, proper sanitation should be administered between users.
- Coaches should ensure players are adhering to social distancing whenever possible.
- Individuals should not congregate in common areas or parking lots following the event.

Games:

- Each team will have a set of balls they will use while on defense. The coaches will be responsible
 for throwing in a ball when one is hit out of play.
- Umpires will call balls and strikes from a safe distance behind the pitcher.

Spectators:

- Spectators are requested to do a daily symptom assessment. Anyone experiencing symptoms
 including a temperature of 100.3 or higher must stay home and not attend.
- Wearing a face covering is encouraged.
- Spectators should social distance with their family during the game. We recommend bringing chairs and spreading out by the outfield fences to view games. Very limited bleacher space will be available.
- Individuals should refrain from using the playground areas located in the park.
- Individuals should not congregate in common areas or parking lots following the event.
- Please resist the urge to bring more than 2 spectators per family.

Confirmed Cases:

- Immediately isolate and seek medical care for any individual who develops symptoms.
- Contact the local health district about suspected cases or exposures.

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/16/2020

EVENT NAME: Manitowoc Youth Baseball Tournament **ORGANIZER:** Manitowoc Junior Ships - Bruce Steinbecker

E-MAIL ADDRESS: steinbecker4@gmail.com

EVENT DATE: 5/16/2021

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Youth baseball tournament at Municipal Field & Miracles Park

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Approved when signed forms returned

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1) Please remind participants that dogs are not allowed in Miracles Park. 2) Due to COVID-19, please "check in" by emailing parksadmin@manitowoc.org at least 45 days before your event to account for any changes in circumstances.

DEC 0 9 2020

City of Manitowoc SPECIAL EVENTS APPLICATION FORM

CHYOS SHARROWN

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.

Noment	escription of Event: Manitowoc Youth Baset	pall Touranment
(Name/ L		
Date of	L'AGHE II MARTINE AND SALES AND ASSESSED IN THE PROPERTY OF TH	End Date:
Include	dates and times needed for setup and take down / cleanup.	0/00 6 m 7:00 6m
	rent will Begin Setup: 8:00 a.m AM/PM Actual Start Tin	
Name a	nd Complete Address of Organization/Individual Organizin	g the Event;
Man	towoc Junior Ships	
Name o	f organization responsible for event	
Bruc	e Ryan Steinbeckeer	Telephone # PRIOR TO event (920-901-3843
	irst, middle, and last) of event organizer	receptions a ratio rocket ()
ramin's	man, minutes, may many or wisers organisms.	Telephone # DURING event (Same
And the second second	2.5.4.4.5.5	Telephone # DURING event ()
	name DURING event (if different)	
	Sarah Miles Lane	1331334 44
Street A	the control of the co	A A A COMPANY OF A
Man	itowoc Wi 54220	E-mail address steinbecker4@gmail.com of event organizer
City, St	ate, Zip	of event organizer
Is the s	consoring organization a 501(c)(3) organization? Yes	No.
Will't	he event be held in a Manitowoc park or utilize any park faciliti	es Yes Which park? Muni / Dewey
	What park facilities will be needed	(buildings, tennis courts, ball diamonds, disc golf courses, etc.
d	iamonds	go managas samagas com an antinantias aine gon comisca, etc.,
11;	we you reserved the park & or park facilities Yes No	If no, please contact the Parks Division at (920) 686-3580,
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It is YO Sanitario	UR RESPONSIBILITY to provide federally approved traffic com in Division.	nvol uems: however they may be rented from the Streets &
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Will any portion of the Mariners Trail be used? Yes If yes, where on the trail will the event begin:	No	OF TWO RIVE	
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This agreement is made and entered into by and between the and the above-named individual, hereinafter called "Permitte months in advance. The Permittee understands his/her respolisted above.	e." The parties agree as follows: Bo	okings must be m	ade no earlier than 12
Limitation of Use: Permittee agrees that the number of person capacity of the facility and that no intoxicating liquor or ferm premises rented for the purpose stated above and no other. In charged and agrees to pay a fee of \$200.	ented malt beverages shall be served	d to minors. Permi	itee agrees to use
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FOR OFFICE USE ONLY: Signature of City of Two Rivers designee:		nte:	make at Language distribution management.
7. Tell Us About Your Event: What is the estimated attendance at your event, including obs	orvers? 50 per game		2000
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Will you be having a band or amplified music? Yes	No		
Will a loudspeaker or similar electric sound amplification sys	tem be used outdoors? Yes	No	
Will the City need to provide any special electrical assistance If yes, please describe: lights for fields	or lighting (of ball diamonds, etc.)	Yes ONo	
Contact the Parks Division at 686-3580 with questions.	MONTH OF THE PROPERTY OF THE P	addish 2000,000 dashiji shiraa qaadaa aa aa qaadaa aa a	

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.

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a detailed explanation	on under #5.						_
a detaired exhibition						zac C	No
Do you require a wai	iver of the res	trictio	n to serve alc	ohol ir	a park?	ies	
8. Equipment Needed for	Your Event:				u Gran ie napre	wed.	A non-waivable delivery fee will be charged if
delivery/pickup by Cny	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						and a coo. All Hame must be picked UP
and returned weekdays of Sanitation office or with outside of return hours a	a Parks staff	memb gning	er prior to uni them in.	loadin	g at the time of	onsib return	sion at 686-3580. All items must be picked up ility to sign in all materials in the Streets & n. It is unacceptable to drop off rental materials
Please indicate where a	ind when the	items	should be a	envere	·Us		
Please indicate the total nu	mber of item	s requ	iested:				
Streets & Sanitation Division							
	# Needed		# of Days*		Cost/Day		<u>Total</u>
Barricades	W IVCCUCU						
2'		X		X	\$3.00	=	Flashers
3,		X		Х	\$3.00	=	Flashers
8,		X		X	\$4.00	=	
Rail type-long		X		X	\$2.00	ᄑ	
Rail type-short		X		X	\$2.00	=	
Channelizer Drums Cones		X		X	\$3.00	=	
18"		х		х	\$1.50	=	
28"		X		x	\$1.50	=	
Safety vests		x	***************************************	x	No charge	=	No Charge
Snow fence		**		^	, to charge		No Charge
Rolls		Х		х	\$4.00	=	
Posts	-	x	·····-	X	No Charge	_	No Charac
Post driver/pound		X		X		=	No Charge
Traffic signs		x	-		No Charge		No Charge
THE STATE OF THE S		x		Х	\$2.00	=	Description
		x		X	\$2.00	=	Description
Traffic signs (Portable)		x		X	\$2.00	=	Description
oranic)		x		Х	\$3.00	=	Description
		X	·	X	\$3.00	=	Description
Other (list items and amoun	ts)	Х	······································	X	\$3.00	=	Description
Parks Division Equipment (686-3580): <i>I</i> I	a NO	T count ann .		4		s, etc. already located at the park.
Banquet tables, 8°		X	r count uny p	nemie i	abies, garbage	? cans	, etc. already located at the park.
Park benches		x		^	33.00	_	
Picnic tables		x		Х	\$7.00	=	- matter
Risers, platform		X		X	\$7.00	=	
Security stanchions				X	\$15.00	=	Description
Tent, 10'x10'		X	-	X	\$ 5.00	=	
Tent, 10'x20'		X		X	\$30.00	=	
Ticket booths, outdoor		X		X	\$35.00	=	
Trash cans		X		X	\$15.00	=	
		X		X	No Charge	=	No Charge
Wenger portable bandwagon		v					to charge
Other (list items and amounts	s):	X		X	\$240.00	=	

0

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 Fee
\$ 50.00
\$ 75.00
\$125.00
\$250.00
\$350.00

	Delivery fees will be adjusted based on actual items rented. Stake Permit: There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground. The
9.	Stake Permit: There is a \$50.00 NON-WAIVABLE stake permit fee per event, it any terms with the business days before set-up.
7.	Stake Permit: There is a \$50.00 NON-WAIVABLE stake permit fee per event, it any items wan se service 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 matrice) be elected of passes
	Tent or canopy O Yes O No
	Fence O Yes O No
	Sim O Ves O No
	To I will reduce the plant of t
	ar and the state of the state o
	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 Sugarant Victorian
	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:
	103 Orto 11 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 most in
	Do you have a plan in place to deal with medical emergencies that may occur during your event? Yes No No
	The transfer wither public safety plan.
11.	Fees & Reimbursement: Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The Stake Permit Fees, License Fees and Dall.
	City may also require reimbursement for extraordinary expenses. Chemistre, 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): Per contract with Junior Ship program
	Per contract with the ces you desire waived or reduced and the rescontact
	Per contract with Junior Ship program
,	Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event? If yes, explain and list specific charges
	Yes No
	If yes, explain and list specific charges Registration for the event?
	Registration fee is collected for
	Registration fee is collected from participating teams to cover: umpire fee / baseballs / awards What are your estimated revenues and what will sta
	What are your estimated revenues and what will the revenues be used for?
	\$1000 to be used to fund Junior Ship baseball program
_	Grip daseball program

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 05/13/19/2	
	_{Dav.} 12/05/2021 Bruce S
Signature of Applicant:	Date: 12/00/2021 D1000 C

May 8th tournament played at Citizens Park

This tournament will begin games approximately at 8:00 a.m Games will last 90 minutes. Per covid guidelines, a 30-minute transition time is built in for teams to exit complex while new participants enter. Therefore, the next set of games would begin 30 minutes after. Games will continue following this format for the duration of the day, ending approximately at 6:00 p.m

May 16 tournament held at Municipal Baseball Field and Dewey Park Baseball Field

This tournament will begin approximately 9:00 a.m. Games will last 1 hour and 45 minutes. Per Covid guidelines, a 30 minute transition time is built in for teams to exit the facility while new participants enter. Games will continue this format, ending approximately at 7:00 p.m

July 10-12 tournament held at Citizens Park

This tournament begins Friday at approximately 3:00 p.m. Games are schedule every two hours, and just like the above tournaments a 30 minute transition time is built into the schedule. 3 sets of games will be played Friday night, with the last games ending at approximately 9:00 p.m.

Saturday and Sunday will follow the same format, as games will begin at approximately 8:00 a.m and finish approximately at 9:00 p.m

Because of the volume of teams for this tournament, a staggered start time will be utilized for all games to limit the number of participants entering and leaving the complex at the same time.

July 17/18 tournament held at Municipal Baseball Field

This tournament will begin approximately 9:00 a.m. Games will last 1 hour and 45 minutes. Per Covid guidelines, a 30 minute transition time is built in for teams to exit the facility while new participants enter. Games will continue this format, ending approximately at 7:00 p.m

2020 Manitowoc Baseball Association Tournament Waiver

I HEREBY ASSUME ALL RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITHT MANITOWOC BASEBALL ASSOCIATION TOURNAMENTS, including by way of example and not limitations, any risks that may arise from negligence or carelessness on the part of persons or entities being released from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify my player is physically fit, have sufficiently prepared or trained for participation in this activity and have not been advised by a qualified medical professional to refrain from participating. I certify there are no health-related reasons or problems, which preclude the player's participation in this activity.

- (A) I waive, release and discharge Manitowoc Baseball Association from any and all liability, including but not limited to, liability arising from negligence or fault of the entities or persons for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event. The following entities or persons: Manitowoc Baseball Association and their coaches, volunteers, directors and representatives.
- (B) I HOLD HARMLESS AND PROMISE NOT TO SUE the entities or persons mentioned above from all liabilities or claims made as a result of participation in this activity, whether caused by negligence of release or otherwise.

I acknowledge that this activity may involve a test of a person's physical and mental limits and carries with it the potential death, serious injury, and property loss. The risks include, but are not limited to those caused by terrain, facilities, temperature, weather, condition of player, lack of hydration, and actions of other people. Including, but not limited to participants, volunteers, monitors, and or producers of the activity. These risks are not only inherent to participants, but are also present for volunteers.

I further acknowledge there is a risk to have contact with individuals, who have been exposed to and/or have been diagnosed with a communicable disease, including but not limited to COVID 19 or other medical conditions and it is impossible to eliminate the risk that I could be exposed to and/or become infected through contact with or in proximity with an individual with a communicable disease.

I hereby consent to receive medical treatment, which may be advisable in the event of injury, accident, and/or illness during this event.

I CERTIFY THAT I HAVE READ THIS DOCUMENT FULL ANAD UNDERSTAND ITS CONTENT. I AM AWARE THIS IS A RELEASEE OF LIABILITY CONTRACT AND I SIGN IT ON MY OWN FREE WILL

Minors printed first and last name:
Parent/Guardina printed first and last name:
Parent/Guardian Signature:

MANITOWOC BASEBALL TOURNAMENT GUIDELINES

All players must complete the COVID waiver before they can participate in the Manitowoc tournament.

- The signed waiver must be turned in with the roster sheet before the first game
- The concession stand will be open and ran by a hired private organization
- Most bleachers will be removed, so spectators should plan to bring chairs.

Player Guidelines:

- Parents are requested to do a daily symptom assessment of their player. Anyone experiencing symptoms
 including a temperature of 100,3 must stay home and not participate.
- Wearing a face covering is encouraged while not on the field of play.
- While not on the field, players should social distance to the best of their ability.
- Gear should be spaced apart.
- Each player need to have their own drink/water bottle
- Sharing of equipment is discouraged and should be sanitized between uses.
- No touch rule—players should refrain from high fives, handshake lines, and other physical contact with teammates. Opposing players, coaches, umpires and fans. A "tip of the cap" can be used following the game in lieu of the handshake line.
- Coaches and players should try not to huddle between innings
- No spitting, or eating seeds, gum, or similar products

Coaching Guidelines:

- Coaches are requested to do a daily symptom assessment. Anyone experiencing symptoms including a temperature of 100,3 or higher must stay home and not participate.
- Wearing a face covering is encouraged
- No touch rule—coaches, refrain from high fives, huddles between innings, and other physical contact with players, other coaches, umpires and fans. Use a tip of the cap to express respect.
- No spitting or eating seeds, gum or other similar products.
- Whenever possible, equipment and other personal items should not be shared. If equipment must be shared, proper sanitation should be administered between users.
- Coaches should ensure players are adhering to social distancing whenever possible.
- Individuals should not congregate in common areas or parking lots following the event.

Games:

- Each team will have a set of balls they will use while on defense. The coaches will be responsible for throwing in a ball when one is hit out of play.
- Umpires will call balls and strikes from a safe distance behind the pitcher.

Spectators:

- Spectators are requested to do a daily symptom assessment. Anyone experiencing symptoms
 including a temperature of 100.3 or higher must stay home and not attend.
- Wearing a face covering is encouraged.
- Spectators should social distance with their family during the game. We recommend bringing chairs and spreading out by the outfield fences to view games. Very limited bleacher space will be available.
- Individuals should refrain from using the playground areas located in the park.
- Individuals should not congregate in common areas or parking lots following the event.
- Please resist the urge to bring more than 2 spectators per family.

Confirmed Cases:

- Immediately isolate and seek medical care for any individual who develops symptoms.
- Contact the local health district about suspected cases or exposures.

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/16/2020

EVENT NAME: Manitowoc Youth Baseball Tournament **ORGANIZER:** Manitowoc Junior Ships - Bruce Steinbecker

E-MAIL ADDRESS: steinbecker4@gmail.com

EVENT DATE: 7/9 to 7/11/21

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Youth baseball tournament at Citizen Park with use of City's

concession stand; Games in 2 hour increments (6-7 increments)

COMMITTEE CONCERNS:

COMMITTEE DECISION:

· LCIVIVIII	
APPROVE	DENY
Approved when signed forms returned	
Dan Koski/SR Jing Migerus/SR Ital Colfeelle/SR Jodd Blasen/SR	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1) Please remind participants that dogs are not allowed in Citizen Park. 2) Due to COVID-19, please "check in" by emailing parksadmin@manitowoc.org at least 45 days before your event to account for any changes in circumstances.

RECEVED

City of Manitowoc SPECIAL EVENTS APPLICATION FORM

DEC 0 32020 CITY OF MANATOWOC

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.

ı	Name/Description of Event: Manitowoc Youth Basel	all Touranment	
	07/09/2021	07/09/2021 Fad Date	07/11/2021
	Date of Event: 07/09/2021 If multiple days, Start Date: Include dates and times needed for setup and take down / cleanup.	Latitude and the second	
3 ,	Time Event will Begin Setup: 1:00 pm AM/PM Actual Start Tim	5:00 pm AM/PM Finish T	ime: 7:00 pm AM/PM
1.	Name and Complete Address of Organization/Individual Organizin Manitowoc Junior Ships	g the Event:	
	Name of organization responsible for event	www.datoone	1000 004 0040
	Bruce Ryan Steinbeckeer	Telephone # PRIOR TO ever	920-901-3843
	Name (first, middle, and last) of event organizer		
	Contact name DURING event (if different)	Telephone # DURING event	Same .
	Contact name DURING event (if different)		
	941 Sarah Miles Lane	AGPYL/FORDING.	
	Street Address	er det i de a like i de a	Transfer and the same
	Manitowoc Wi 54220	E-mail address steinbec	ker4@gmail.com
	City, State, Zip	of event organizer	
	Is the sponsoring organization a 501(c)(3) organization? Yes N	łó	
5.	Location of the Event: Generally describe your event and its purpose Also, indicate the direction of the route, if any, including all turns as and its purks are available online at www.manitowoc.org. All diamonds at Citizen Park + City's con. Stand Comes in 2 in morements (6-7)	nd the number of traffic lanes to	or diagram of your event. be used. Maps of the City
	Will the event be held in a Manitowoo park or utilize any park facilities What park facilities will be needed diamonds		
	Have you reserved the park &/or park facilities? Yes No	If no, please contact the Parks D	ivision at (920) 686-3580.
	Does the event require streets to be closed! Yes No If yes, w	hich street(s):	
	It is YOUR RESPONSIBILITY to provide federally approved traffic con- Sanitation Division;	urol items; however they may be r	ented from the Streets &
	Will the event be held on the sidewalk? OYes 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.

	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? 260 patrons per time allotment
	How many vehicles? 120 per time allotment
	Do you require any special parking restrictions? Yes No H'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? Oves 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: lights for ball fields
	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: VIndoor Outdoor
	Please describe the toilet facilities that will be provided, including their locations and the number of units: All indoor facilities located at Citizens Park
	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? (No							
8.	Equipment Needed for	Your Event	:					
	Equipment rental charge delivery/pickup by Cit	es will apply y personnel	unless <u>is nee</u>	a waiver of so ded. Delivery	ome or	r all fees is app are based on to	rovec tal re	l. A non-waivable delivery fee will be charged if ntal costs.
	and returned weekdays	between 7:00 n a Parks staf	A.M. f mem	and 2:30 P.M. ber prior to un	. It is	the renter's res ig at the time o	ponsi fretu	vision at 686-3580. All items must be picked up ibility to sign in all materials in the Streets & rn. It is unacceptable to drop off rental materials
	Please indicate where a	and when th	e item	s should be d	eliver	ed:		
Ple	ase indicate the total nu	mber of iten	ıs req	uested:				
Stre	eets & Sanitation Division	n Equipment	<u>(686-</u> :	<u>3580):</u>				
_	• •	# <u>Needed</u>		# of Days*		Cost/Day		<u>Total</u>
Bar	ricades		W.		v	\$3.00	=	Elacharo
	2'		X X		X X	\$3.00 \$3.00	_	Flashers Flashers
	3' 8'		X		X	\$3.00 \$4.00	=	T. IdSHC12
	•				X	\$4.00 \$2.00	_	
	Rail type-long		X X		X	\$2.00 \$2.00	_	Action Control of the
Chi	Rail type-short annelizer Drums nes		x		X	\$3.00	=	
	18"		Х		Х	\$1.50	=	
	28"		X		X	\$1.50	=	
	ety vests ow fence		X		X	No charge	=	No Charge
	Rolls		X		X	\$4.00	=	sinternal de Calana
	Posts		Х		X	No Charge	=	No Charge
	Post driver/pounde	er	Х		X	No Charge	=	No Charge
Tra	ffic signs		X		X	\$2.00	=	Description
			X		X	\$2.00	=	Description
			X	•	X	\$2.00	=	Description
Tra	iffic signs (Portable)		X		X	\$3.00	=	Description
			Х		Х	\$3.00	=	Description
Otl	ner (list items and amount	ts)	Х		Х	\$3.00	=	Description
_		CO C # # P O						
		<u>686-3580);</u> 1		T count any p				s, etc. already located at the park.
	nquet tables, 8'		X		X X	\$5.00 \$7.00	=	
	rk benches		X				_	
	mic tables		X		X	\$7.00	=	Description
	sers, platform		X		X X	\$15.00 \$ 5.00	=	Describtion
	curity stanchions		X				=	
	nt, 10'x10'		X		X	\$30.00		
	nt, 10'x20'	***********************	X		X	\$35.00	=	
	ket booths, outdoor		X		X	\$15.00	=	No Change
	nsh cans	35 0144	X		X	No Charge	=	No Charge
We	Wenger portable bandwagon, 35x8*** X							
Other (list items and amounts):								

0

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 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 # the day of the event
	Do you have a plan in place to deal with medical emergencies that may occur during your event? OYes 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): Per contract with Junior Ship program
	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 Registration fee is collected from participating teams to cover: umpire fee / baseballs / awards
	What are your estimated revenues and what will the revenues be used for? \$3500 to be used to fund Junior Ship baseball program

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
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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 05/13/19/2	
Signature of Applicant:	Date:

Sandy Ronski

From:

Bruce Steinbecker <steinbecker4@gmail.com>

>

Sent:

Thursday, December 3, 2020 4:24 PM

To:

Sandy Ronski

Subject:

Re: July 9-11 special event application

Hi Sandy,

Thanks for the speedy response!

1. I tried to put a signature into the designated box, but it would not let me edit that box.

- 2. I must have missed the city's concession stand, we definitely would use that.
- 3. The blocks of games will be two hour increments starting early in the day and ending in the evening. (6-7 increments)
- 4. It is very responsible to create a plan that ensures safety in regard to COVID. I presented a plan last year to the board that unanimously approved and appreciated. I am anticipating utilizing the same guidelines and safety protocols as we used last tournament. We had zero cases reported back to our organization.

Sorry for the holes in the application, please let me know if you need anything further from me. I look forward to hearing back from you.

Thank you for your time Sandy

Bruce Steinbecker

On Thu, Dec 3, 2020 at 3:59 PM Sandy Ronski <sronski@manitowoc.org> wrote:

Thank you. There are a few issues/questions:

- Unfortunately, the application was not signed. Please sign the last page & re-send it.
- It looks like you are planning to use the 4 MYBA & 2 City diamonds, but not the City's concession stand. If that is not correct, please let me know.
- For the estimated attendance, you indicated 260 patrons per time allotment. How many time allotments/games are there?
- Due to COVID-19, outdoor events over 100 people are asked to provide a plan on how they will maintain social distancing and sanitize or clean any City of Manitowoc equipment or property. Although things look promising with new proposed vaccines, the City's Special Event Committee would like you to plan for the scenario that we will still be dealing with the virus in the summer of 2021. Unfortunately, we just cannot predict what the conditions will be like at that time. After you provide your plan, then the Committee would like to meet with someone from your organization either via Zoom or by phone to discuss the event.

If you have any additional questions, please e-mail me or call the Parks Office weekdays between 7:30 a.m. and 4:00 p.m.

May 8th tournament played at Citizens Park

This tournament will begin games approximately at 8:00 a.m Games will last 90 minutes. Per covid guidelines, a 30-minute transition time is built in for teams to exit complex while new participants enter. Therefore, the next set of games would begin 30 minutes after. Games will continue following this format for the duration of the day, ending approximately at 6:00 p.m

May 16 tournament held at Municipal Baseball Field and Dewey Park Baseball Field

This tournament will begin approximately 9:00 a.m. Games will last 1 hour and 45 minutes. Per Covid guidelines, a 30 minute transition time is built in for teams to exit the facility while new participants enter. Games will continue this format, ending approximately at 7:00 p.m

July 10-12 tournament held at Citizens Park

This tournament begins Friday at approximately 3:00 p.m. Games are schedule every two hours, and just like the above tournaments a 30 minute transition time is built into the schedule. 3 sets of games will be played Friday night, with the last games ending at approximately 9:00 p.m.

Saturday and Sunday will follow the same format, as games will begin at approximately 8:00 a.m and finish approximately at 9:00 p.m

Because of the volume of teams for this tournament, a staggered start time will be utilized for all games to limit the number of participants entering and leaving the complex at the same time.

July 17/18 tournament held at Municipal Baseball Field

This tournament will begin approximately 9:00 a.m. Games will last 1 hour and 45 minutes. Per Covid guidelines, a 30 minute transition time is built in for teams to exit the facility while new participants enter. Games will continue this format, ending approximately at 7:00 p.m

2020 Manitowoc Baseball Association Tournament Waiver

I HEREBY ASSUME ALL RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITHT MANITOWOC BASEBALL ASSOCIATION TOURNAMENTS, including by way of example and not limitations, any risks that may arise from negligence or carelessness on the part of persons or entities being released from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify my player is physically fit, have sufficiently prepared or trained for participation in this activity and have not been advised by a qualified medical professional to refrain from participating. I certify there are no health-related reasons or problems, which preclude the player's participation in this activity.

- (A) I waive, release and discharge Manitowoc Baseball Association from any and all liability, including but not limited to, liability arising from negligence or fault of the entities or persons for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event. The following entities or persons: Manitowoc Baseball Association and their coaches, volunteers, directors and representatives.
- (B) I HOLD HARMLESS AND PROMISE NOT TO SUE the entities or persons mentioned above from all liabilities or claims made as a result of participation in this activity, whether caused by negligence of release or otherwise.

I acknowledge that this activity may involve a test of a person's physical and mental limits and carries with it the potential death, serious injury, and property loss. The risks include, but are not limited to those caused by terrain, facilities, temperature, weather, condition of player, lack of hydration, and actions of other people. Including, but not limited to participants, volunteers, monitors, and or producers of the activity. These risks are not only inherent to participants, but are also present for volunteers.

I further acknowledge there is a risk to have contact with individuals, who have been exposed to and/or have been diagnosed with a communicable disease, including but not limited to COVID 19 or other medical conditions and it is impossible to eliminate the risk that I could be exposed to and/or become infected through contact with or in proximity with an individual with a communicable disease.

I hereby consent to receive medical treatment, which may be advisable in the event of injury, accident, and/or illness during this event.

I CERTIFY THAT I HAVE READ THIS DOCUMENT FULL ANAD UNDERSTAND ITS CONTENT. I AM AWARE THIS IS A RELEASEE OF LIABILITY CONTRACT AND I SIGN IT ON MY OWN FREE WILL

Minors printed first and last name:
Parent/Guardina printed first and last name:
Parent/Guardian Signature:

MANITOWOC BASEBALL TOURNAMENT GUIDELINES

All players must complete the COVID waiver before they can participate in the Manitowoc tournament.

- The signed waiver must be turned in with the roster sheet before the first game
- The concession stand will be open and ran by a hired private organization
- Most bleachers will be removed, so spectators should plan to bring chairs.

Player Guidelines:

- Parents are requested to do a daily symptom assessment of their player. Anyone experiencing symptoms
 including a temperature of 100.3 must stay home and not participate.
- Wearing a face covering is encouraged while not on the field of play.
- While not on the field, players should social distance to the best of their ability.
- Gear should be spaced apart.
- Each player need to have their own drink/water bottle
- Sharing of equipment is discouraged and should be sanitized between uses.
- No touch rule—players should refrain from high fives, handshake lines, and other physical contact with teammates. Opposing players, coaches, umpires and fans. A "tip of the cap" can be used following the game in lieu of the handshake line.
- Coaches and players should try not to huddle between innings
- No spitting, or eating seeds, gum, or similar products

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- Whenever possible, equipment and other personal items should not be shared. If equipment must be shared, proper sanitation should be administered between users.
- Coaches should ensure players are adhering to social distancing whenever possible.
- Individuals should not congregate in common areas or parking lots following the event.

Games:

- Each team will have a set of balls they will use while on defense. The coaches will be responsible
 for throwing in a ball when one is hit out of play.
- Umpires will call balls and strikes from a safe distance behind the pitcher.

Spectators:

- Spectators are requested to do a daily symptom assessment. Anyone experiencing symptoms
 including a temperature of 100.3 or higher must stay home and not attend.
- Wearing a face covering is encouraged.
- Spectators should social distance with their family during the game. We recommend bringing chairs and spreading out by the outfield fences to view games. Very limited bleacher space will be available.
- Individuals should refrain from using the playground areas located in the park.
- Individuals should not congregate in common areas or parking lots following the event.
- Please resist the urge to bring more than 2 spectators per family.

Confirmed Cases:

- Immediately isolate and seek medical care for any individual who develops symptoms.
- Contact the local health district about suspected cases or exposures.

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/16/2020

EVENT NAME: Manitowoc Youth Baseball Tournament **ORGANIZER:** Manitowoc Junior Ships - Bruce Steinbecker

E-MAIL ADDRESS: steinbecker4@gmail.com

EVENT DATE: 7/17 to 7/18/21

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Youth baseball tournament at Municipal Field & Miracles Park

COMMITTEE CONCERNS:

CORRE	AITTEE	DECISION:
	/III I I I I I I I I I I I I I I I I I	130-6.85-86.3855

APPROVE	DENY
Approved when signed forms returned	
San Koski/SR Ligr Majesus /SR Sfeve Conseille /SR Lodd Blaser /SR	. :

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1) Please remind participants that dogs are not allowed in Miracles Park. 2) Due to COVID-19, please "check in" by emailing parksadmin@manitowoc.org at least 45 days before your event to account for any changes in circumstances.



DEC 0 9 2020

City of Manitowoc

SPECIAL EVENTS APPLICATION FORM CITY OF MARKET MAKES THE COLUMN TO SERVICE OF THE PROPERTY OF

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.

۱.	Name/Description of Event: Manitowoc Youth Baseball Touranment
2.	Date of Event: 07/17/20211 If multiple days, Start Date: 07/17/2021 End Date: 07/18/2021 Include dates and times needed for setup and take down / cleanup.
3.	Time Event will Begin Setup: 8:00 a.m AM/PM Actual Start Time: 9:00 a.m AM/PM Finish Time: 7:00 pm AM/PM
1.	Name and Complete Address of Organization/Individual Organizing the Event: Manitowoc Junior Ships
	Name of organization responsible for event Bruce Ryan Steinbeckeer Name (first, middle, and last) of event organizer Telephone # PRIOR TO event (920-901-3843)
	Telephone # DURING event (Same Contact name DURING event (if different)
	941 Sarah Miles Lane Street Address Manitowoc Wi 54220 E-mail address Steinbecker4@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.
	Will the event be held in a Manitowoo park or utilize any park facilities Yes Which park? Muni / Dewey What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?
	diamonds
	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.	Will any portion of the Mariners Trail be used? Yes No	OF TWO RIVER	Pilitaryunion
	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 clean up, as well as other services provided by a City staff may be billed on a cost-reca copy of event liability insurance naming BOTH CITIES as co-insured at least "exclusive use" of the trail and the general public must be allowed to share the p	covery basis. The event org: 10 days prior to the event.	inizer must provide
	This agreement is made and entered into by and between the Cities of Two Rivers and	d Manitowoe, Wisconsin, her	einafter 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.

fisted above.	
Limitation of Use: Permittee agrees that the number of persons on the rented premises during the capacity of the facility and that no intoxicating liquor or fermented mult beverages shall be served premises rented for the purpose stated above and no other. In the event this Limitation of Use is a charged and agrees to pay a fee of \$200.	to minors. Permittee agrees to use
Permittee agrees to abide by the rules and regulations contained in this agreement.	
FOR OFFICE USE ONLY: Signature of City of Two Rivers designee: Da	er.
. Tell Us About Your Event: What is the estimated attendance at your event, including observers? 50 per game	Millionning de la constant de la con
How many vendors will be at your event? 0 How many vehicle	5º 25 per game
Do you require any special parking restrictions? Yes No If yes, what type, when, and	wheret
Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Dep	artment 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 Manitowov County Hea	dth 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:
Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.). If yes, please describe: lights for fields	Ycs No
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 & San	nitation 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 u	sage.
Will animals be present at the event? Fes to If yes, please indicate what types of animal they will be located.	s, how many are expected, and where
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 num	

	In the case of a pre a detailed explana			alcohol licens	se, do y	you need an ex	tensic	on of your premise? Yes No If yes, give
	Do you require a w	aiver of the r	estrict	ion to serve al	cohol	in a park? (Yes	● No
8.	Equipment Needed for	Your Event	:					
	Equipment rental charge delivery/pickup by Cit	es will apply (y personnel i	unless is need	a waiver of so ded. Delivery	me or fees a	all fees is app are based on to	roved tal rer	 A non-waivable delivery fee will be charged if ntal costs.
	and returned weekdays	between 7:00 n a Parks staff	A.M. memi	and 2:30 P.M. ber prior to un	lt is	the renter's res	ponsi	vision at 686-3580. All items must be picked up ibility to sign in all materials in the Streets & rn. It is unacceptable to drop off rental materials
	Please indicate where	and when the	e item	s should be d	eliver	ed:		
Plea	se indicate the total nu	mber of item	ıs reqi	uested:				
Stre	ets & Sanitation Division	n Equipment ((686-3	<u> 580):</u>				
	÷			" CD . *		C		Total
Barr	ricades	# <u>Needed</u>		# of Days*		Cost/Day		<u>Total</u>
	2'		X		X	\$3.00	=	Flashers
	3'	-	X		X	\$3.00	=	Flashers
	8'		X		X	\$4.00 \$2.00	=	
	Rail type-long		X	00	X X	\$2.00 \$2.00	=	the second secon
	Rail type-short nnelizer Drums		X X		X	\$3.00	=	498
Con	ies 18"		х		х	\$1.50	=	
	28"		X		x	\$1.50	=	parameter of the state of the s
	ety vests w fence		X		x	No charge	=	No Charge
3110	Rolls		X		X	\$4.00	=	
	Posts		X		X	No Charge	=	No Charge
	Post driver/pound	er	X		X	No Charge	=	No Charge
Traf	ffic signs		Х		X	\$2.00	=	Description
	•		X		X	\$2.00	==	Description
			X		X	\$2.00	=	Description
Trai	ffic signs (Portable)		X	444	X	\$3.00	=	Description
			X		X	\$3.00	=	Description
Oth	er (list items and amoun	ts)	Х		Х	\$3.00	=	Description
	34.70.70.70.70.70.70.70.70.70.70.70.70.70.							
Parl	ks Division Equipment (686-3580); L	o NO	T count any p	icnic i		e cans	s, etc. already located at the park.
Ban	quet tables, 8'		X		X	\$5.00	=	
	k benches		Х		X	\$7.00	=	
	nic tables		Х		X	\$7.00	=	<u> </u>
	ers, platform		X		X	\$15.00	=	Description
	urity stanchions		Х		X	\$ 5.00	=	
	t, 10'x10'		X		X	\$30.00	=	
	t, 10'x20'	····	X		X	\$35.00	=	ALTERNATION STATEMENT
	ket booths, outdoor		X		X	\$15.00	=	No Chargo
	sh cans	20.0100	X		X	No Charge	=	No Charge
We	nger portable bandwagor	1, 30x8'**	w		v	£3.40.00	_	
Out	on Clint itame and ancass		X		Х	\$240.00	=	·
Uth	er (list items and amoun	is):						
				TOTAL R	ENTA	L CHARGES	5	0

^{*}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 crected or placed on the event grounds?
	Tent or canopy O Yes O No
	Fence O Yes O 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 ()
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): Per contract with Junior Ship program
	Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event? Yes No It yes, explain and list specific charges Registration fee is collected from participating teams to cover: umpire fee / baseballs / awards
	What are your estimated revenues and what will the revenues be used for?
	\$1000 to be used to fund Junior Ship baseball program

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 05/13/1972	
	_{Pare} 12/04/2021 Bruce S
Signature of Applicant:	Date: 12/04/2021 Blace C

May 8th tournament played at Citizens Park

This tournament will begin games approximately at 8:00 a.m. Games will last 90 minutes. Per covid guidelines, a 30-minute transition time is built in for teams to exit complex while new participants enter. Therefore, the next set of games would begin 30 minutes after. Games will continue following this format for the duration of the day, ending approximately at 6:00 p.m

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