

SPECIAL EVENT COMMITTEE APPROVAL FORM

DATE: 6/15/2015

EVENT NAME: Manitowoc Two Rivers YMCA Triathlon

EVENT DATE: 8/29/2015

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Participants will swim 1/4 mile in harbor, bike 16 miles, & run 5K on Mariners Trail to Dairy Queen; tent in YMCA parking lot; lane closures by Street Division

ESTIMATED CITY COSTS:

STREETS	1066
PARKS	0
RECREATION	0
FIRE	0
POLICE	337.14
TOTAL	1403.14

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

MFRD needs to review the safety plan

COMMITTEE DECISION:

APPROVE

DENY

Michelle M. Reed
OP/ick
[Signature]
Todd Ha

COUNCIL ACTION REQUIRED:

Lane closures

ITEMS TO INCLUDE IN LETTER:

- Safety Plans reviewed by MFRD

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

MAY 26 REC'D

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 - Two Rivers YMCA Triathlon
2. Date of Event: 8 / 29 / 2015 If multiple days, Start Date: 8 / 28 / 2015 End Date: 8 / 29 / 2015
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 5 AMPM Actual Start Time: 7 AMPM Finish Time: 11 AMPM
4. Name and Complete Address of Organization/Individual Organizing the Event:

Manitowoc - Two Rivers YMCA
Name of organization responsible for event

Craig L. Pautz
Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event (920) 462-1520

Craig L Pautz
Contact name DURING event (if different)

Telephone # DURING event (920) 645-8779 (cell)

205 Maritime Dr.
Street Address

Manitowoc WI 54220
City, State, Zip

E-mail address cpautz@mtrymca.org
of event organizer

Is the sponsoring organization a 501(c)(3) organization? Yes No

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

- Triathlon - Same route as years past (attached)
- A tent will be placed in the YMCA parking lot
- Tent stakes will be pounded in on the grassy knoll by the parking lot

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

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

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): Maritime Dr to Memorial Dr. to Woodland Dr.

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? Yes No

If yes, where on the trail will the event begin: YMCA parking lot

Where on the trail will the event end: Stop and go light by Dairy Queen

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.

PER 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? 100-300

How many vendors will be at your event? 2-3 How many vehicles? 300-400

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: 6:30 am - 11 am 8-29-15

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 cones

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: 6-8 porta potties

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		X	\$3.00	=		Flashers _____
3'		X		X	\$3.00	=		Flashers _____
8'		X		X	\$4.00	=		
Rail type-long	<u>4</u>	X	<u>2</u>	X	\$2.00	=	<u>16</u>	
Rail type-short		X		X	\$2.00	=		
Channelizer Drums		X		X	\$3.00	=		
Cones								
18"	<u>200</u>	X	<u>2</u>	X	\$1.50	=	<u>600</u>	
28"		X		X	\$1.50	=		
Safety vests	<u>20</u>	X	<u>2</u>	X	No charge	=	No Charge	
Snow fence								
Rolls		X		X	\$4.00	=		
Posts		X		X	No Charge	=	No Charge	
Post driver/pounder	<u>1</u>	X	<u>2</u>	X	No Charge	=	No Charge	
Traffic signs		X		X	\$2.00	=		Description _____
		X		X	\$2.00	=		Description _____
		X		X	\$2.00	=		Description _____
Traffic signs (Portable)		X		X	\$3.00	=		Description _____
		X		X	\$3.00	=		Description _____
		X		X	\$3.00	=		Description _____
Other (list items and amounts)	_____							

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'		X		X	\$5.00	=		
Park benches		X		X	\$7.00	=		
Picnic tables		X		X	\$7.00	=		
Risers, platform		X		X	\$15.00	=		Description _____
Security stanchions		X		X	\$ 5.00	=		
Tent, 10'x10'		X		X	\$30.00	=		
Tent, 10'x20'		X		X	\$35.00	=		
Ticket booths, outdoor		X		X	\$15.00	=		
Trash cans		X		X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'**		X		X	\$240.00	=		
Other (list items and amounts)	_____							

TOTAL RENTAL CHARGES \$616 *pick up*

*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 > YMCA
- 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: _____

Johnston Dr. and Reed Ave.

Craig Pautz
 Name of Security Coordinator

(970) 482-1520
 Phone # before event

(970) 645-8779
 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 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.

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): If the YMCA could get the cones and barricades waived, the city of Manitowoc counts all of the materials taken/returned and bill if not returned or damaged.

We do get billed for lane closures.
 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 fees will be collected

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

\$10,000 revenue Expenses - DJ, T-shirts, Timing, City Fees, Tent Rental Life Guards

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.

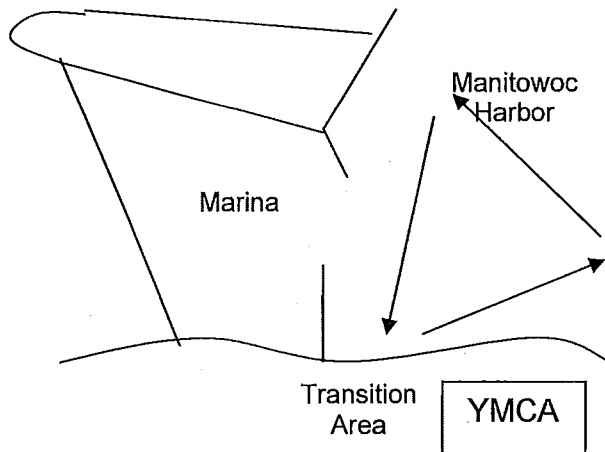
Date of birth of applicant 6 / 15 / 1972

Signature of Applicant: Cy Park

Date: 5-19-15

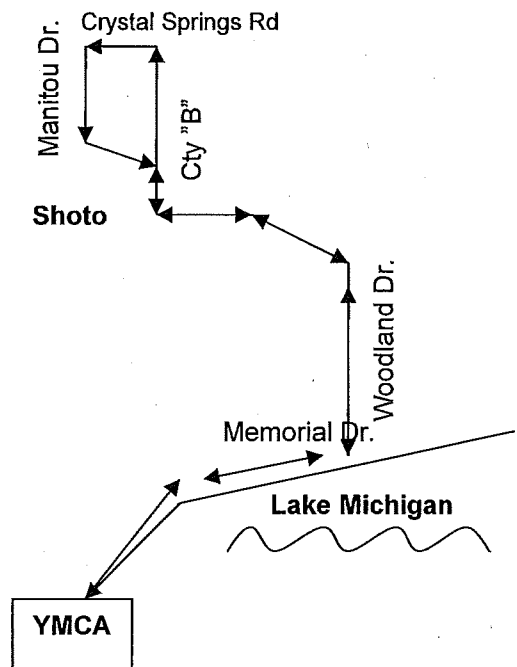
Manitowoc-Two Rivers YMCA Triathlon Route

Swim – ¼ mile

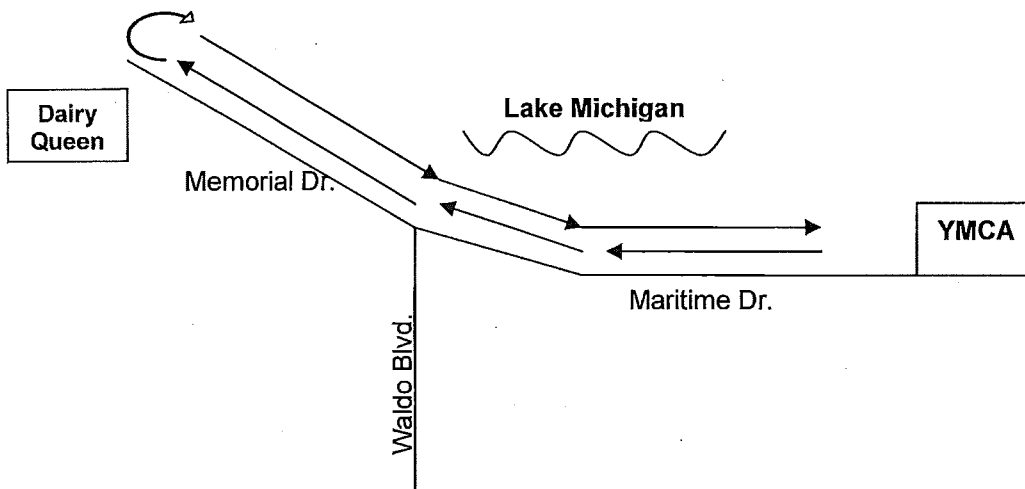


Bike – 16 miles

Out & Back Route



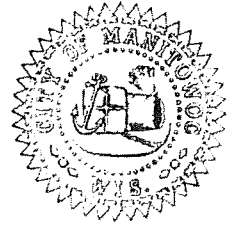
Run: 3.1 miles (5K)





CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



June 16, 2015

Mr. Craig Pautz
Manitowoc-Two Rivers YMCA
205 Maritime Drive
P.O. Box 0471
Manitowoc, WI 54221-0471

RE: YMCA Triathlon – Saturday, August 29, 2015

Dear Mr. Pautz:

Your special events application requesting permission to hold the Manitowoc/Two Rivers YMCA Triathlon on Saturday, August 29, 2015, from 7:00 a.m. until 11:00 a.m., was acted upon by the Special Events Committee at their meeting of Monday, June 15, 2015.

At said meeting the Committee approved your request.

For the use of stakes, pounder, barricades, orange cones, and orange vests, please contact the Department of Public Works at 686-6550 prior to 2:30 P.M. between Monday and Friday. For pick up and return of materials, please stop at Department of Public Works office.

If you require the use of benches, trash barrels, etc., please contact the Parks and Recreation Department at 686-6518.

The telephone number to arrange for Police Department assistance with your event is 686-6573. Please contact the Fire Department at 686-6540 as they would like to review your safety plans.

At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to dneuser@manitowoc.org. Special Events Insurance Requirements are also enclosed.

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

cc: Chief of Police Tony Dick
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543
Phone (920) 686-6950 · Fax (920) 686-6959 · jhudon@manitowoc.org

