



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



January 17, 2019

Lakeshore Artists Guild
Cheryl Mahowald
PO Box 1522
Manitowoc, WI 54221-1522

RE: Art Slam – Washington Park – September 21, 2019

Dear Ms. Mahowald:

The above request was acted upon by the Special Event Committee at the meeting on January 16, 2019, at which time the Committee granted your request.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

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

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

Enclosures

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
Karen Dorow, Business Manager

Deborah Neuser, CMC, City Clerk
CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543
Phone (920) 686-6950 · Fax (920) 686-6959 · dneuser@manitowoc.org

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/16/2019

EVENT NAME: Art Slam

ORGANIZER: Lakeshore Artists Guild - Cheryl Mahowald

EVENT DATE: 9/21/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Washington Park for music & theatrical performances, making tie-dyed t-shirts and other art making activities; walking tour of downtown; use & setup of tent

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	125
RECREATION	
STREETS	0
TOTAL DEPT. COSTS	125

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	50
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	175
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

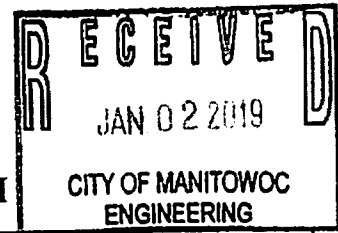
COMMITTEE DECISION:

APPROVE		DENY
<p style="font-family: cursive; font-size: 1.2em;">L. Mahowald Cheryl Mahowald</p> <p style="font-family: cursive; font-size: 1.2em;">Todd H.</p> <p style="font-family: cursive; font-size: 1.2em;"></p>		

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM



NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: Art Slam/ Participatory Cultural Arts Demonstrations
2. Date of Event: 9/21/2019 / / If multiple days, Start Date: / / End Date: 9/21/2019 / /
 Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 8:00AM AM/PM Actual Start Time: 9:00AM AM/PM Finish Time: 3:00PM AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:
Lakeshore Artists Guild
 Name of organization responsible for event
Cheryl L. Mahowald Telephone # PRIOR TO event (920-726-7364)
 Name (first, middle, and last) of event organizer
Cheryl Mahowald 920-476-9874
Erin LaFonte Telephone # DURING event (906-295-0993)
 Contact name DURING event (if different)
PO Box 1522
 Street Address
Manitowoc, WI 54221-1522 E-mail address cheryilmahowald@gmail.com
 City, State, Zip of event organizer

Is the sponsoring organization a 501(c)(3) organization? Yes No
 Lakeshore Artists Guild filed paperwork to become a 501(c)(7) organization on July 10, 2018, but has not yet received notification of non-profit status from the IRS

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.**

Please See Attached

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? Washington 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): _____

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 There will be artists and musicians performing on the sidewalks along Washington St. and 8th St., but we are not closing the sidewalks.



6. **Mariners Trail Permit:**

Will any portion of the Mariners Trail be used? Yes No

If yes, where on the trail will the event begin: _____

Where on the trail will the event end: _____

When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. **The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.**

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____

Date: _____

7. **Tell Us About Your Event:**

What is the estimated attendance at your event, including observers? 3000

How many vendors will be at your event? 0 How many vehicles? 0

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: 9AM-3PM This will be used by poets, storytellers, performers and acoustic musicians

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

If yes, please describe: _____

Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? Clean-up Street-sweeping

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? Yes No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? Yes No If yes, please indicate what types of animals, how many are expected, and where they will be located: _____

What toilet facilities will be made available to your participants? Indoor Outdoor

Please describe the toilet facilities that will be provided, including their locations and the number of units: _____

6 Port-a-potties (5 regular, 1 handicapped) set up by existing restrooms at Washington Park, rented from B&M

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 deliver tents to Washington Park at 8AM on Saturday, September 21, 2019
Would like tents delivered, set up, and with three sides

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*		Cost/Day	=	Total	
Barricades		X		X	\$3.00	=		Flashers
2'		X		X	\$3.00	=		Flashers
3'		X		X	\$4.00	=		
8'		X		X	\$2.00	=		
Rail type-long		X		X	\$2.00	=		
Rail type-short		X		X	\$3.00	=		
Channelizer Drums		X		X	\$3.00	=		
Cones		X		X	\$1.50	=		
18"		X		X	\$1.50	=		
28"		X		X	No charge	=	No Charge	
Safety vests		X		X	No charge	=	No Charge	
Snow fence		X		X	\$4.00	=		
Rolls		X		X	No Charge	=	No Charge	
Posts		X		X	No Charge	=	No Charge	
Post driver/pounder		X		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'	2	X	1	X	\$35.00	=	\$70	
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 \$70

*Include the day of return but not the day of pickup/delivery. Items must be picked returned weekdays between 7:00 am and 2:30 pm.

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. Stake Permit: There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground. The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up. Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy Yes No
 Fence Yes No
 Sign Yes No
 Bounce house Yes No If electric, where will item be plugged in? _____
 Other _____ Yes No If electric, where will item be plugged in? _____

If yes for any, give a detailed explanation under #5.

10. Safety and Security for Your Event:

Do you have the correct level of insurance for your specific event? Yes No

Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? Yes No If yes, please describe: _____

 Name of Security Coordinator

() _____ - _____
 Phone # before event

() _____ - _____
 Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event? Yes No

The City reserves the right to require a detailed written public safety plan. There will be a First Aid Kit available for minor medical emergencies. Staffers will have cell phones to dial 911 for major medical emergencies.

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): _____
Art Slam brings tourism dollars to the community. Art Slam 2018, attracted between 600-1,000 people to downtown Manitowoc. Art Slam 2019 should attract even more. We would like to have the tent rental fee of \$70 waived.

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 We will be asking for suggested donation of \$5 to offset the cost of supplies such as T-Shirts, Fabric Dye, Clay, and Sidewalk Chalk. The rest of Art Slam is funded by grant money and private donations.

What are your estimated revenues and what will the revenues be used for? We do not expect to make any revenue. If there is money left over after expenses, it will be used to help fund Art Slam 2020.

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.

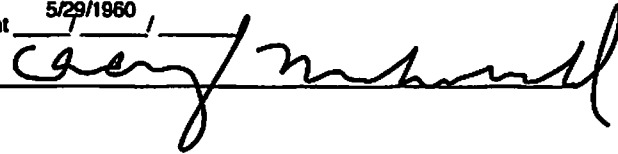
12. Legal Notice

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 5/29/1960

Signature of Applicant: _____



Date: 1/2/2019

Sandy Ronski

From: Cheryl Mahowald <cherylmahowald@gmail.com>
Sent: Wednesday, January 02, 2019 2:28 PM
To: ParksAdmin
Subject: Special Events Application for Art Slam 2019
Attachments: Special events app form - 05-2015.pdf; Parks Application.pdf

Hello,

My name is Cheryl Mahowald and I am the president of the Lakeshore Artists Guild. Attached, you will find a Special Events Application Form for Art Slam 2019. We are hoping to utilize Washington Park for a good portion of this event. A full description of our vision for Art Slam 2019 is also attached. Please feel free to contact me should you need any further information. My phone number is 920-726-7364. My cell phone is 920-476-9874.

Respectfully,

Cheryl Mahowald



MAKE. ART. WORK.

The Arts are for everyone. The purpose of Art Slam is to give people of all ages, rich or poor the opportunity to experience the arts both as a spectator and as a participant. People in towns all over are realizing that Art makes community life better. Art Slam 2018 was a huge success and the Lakeshore Artists Guild members are thrilled to tell you that we are doing it again! The biggest successes last year were the Public Mural Project, the standing room only Poetry Slam, and the Awards Reception and Exhibit at the Rahr-West Art Museum. We had a lot of community involvement in all of these events. We are designing Art Slam 2019 to build on our past achievements and to bring more art, music, theater, and poetry to the streets of Manitowoc.

This year's Art Slam will be on Saturday, September 21, 2019 from 9AM-3PM. Our theme is Make. Art. Work. Some highlights of this year's event are:

- Visual artists, musicians, and poets will be working along Washington Street, 8th Street, and at Washington Park.
- Washington Park will be the place for people to join in the creative fun. They will be able to make colorful Tie-dyed T-shirts, try a potter's wheel, contribute to a sidewalk chalk art piece, and take part in additional art making activities.
- We will be partnering with local theater groups, dance schools, musicians, and poets. The performance stage in Washington Park will provide an Open Mic for original music, poetry, theater, storytelling, and more.
- A community mural project led by Silver Lake College of the Holy Family art students will take place across the street from Washington Park.
- Poetry Slam will again be at Kathie's Stage Door Pub on Saturday evening.
- We plan to offer an architecture walking tour of our beautiful downtown.
- Participating Art Slam artists will be challenging themselves to make art in two days in any medium they choose. Last year we had 34 artists take part in the Art Slam show and competition. This year we are aiming for at least 50.
- The Art Slam Awards Reception, open to everyone, will take part on September 27th at the Rahr-West Art Museum with Keynote speaker, Anne Katz of Arts Wisconsin. She has some amazing facts and stories to share about how Wisconsin communities are using the arts to grow and increase civic engagement. There will be numerous cash prizes, including the Ron Stokes People's Choice Award. The artwork will be exhibited at the Rahr-West until Oct. 27, 2019.