

Mackenzie Reed-Kadow

From: Sandy Ronski
Sent: Monday, June 8, 2020 4:13 PM
To: Beatty, Anna
Subject: RE: Special Event Application - Wilson Jr. High School parade through Lincoln Park

Your event has been unanimously approved by the City of Manitowoc Special Event Committee.

Please e-mail me or call the Parks Office at (920) 686-3580 if you have any additional questions.

Sincerely,

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

To receive notifications about City of Manitowoc topics that matter most to you (such as notices for cemetery cleanup dates, snow emergency parking bans, brush &/or leaf pickups, etc.), go to <http://www.manitowoc.org/list.aspx>. After you enter your e-mail address and/or phone number, scroll down to the News Flash section and click on either the envelope (to receive e-mails), the phone (to receive texts) or both.

From: Sandy Ronski
Sent: Friday, June 05, 2020 2:52 PM
To: 'Beatty, Anna'
Subject: RE: Special Event Application - Wilson Jr. High School parade through Lincoln Park

Please e-mail it by Monday morning, and we will try our best.

Thank you,

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

From: Beatty, Anna [mailto:beattya@mpsd.k12.wi.us]
Sent: Friday, June 05, 2020 2:50 PM
To: Sandy Ronski
Subject: RE: [External]: RE: [External]: Special Event Application - Wilson Jr. High School parade through Lincoln Park
Importance: High

Sandy,

Would there be any way to expedite this? I totally understand your processes. We just recently came up with the idea and if we wanted to move forward with this we would need to start communicating it out with staff and Wilson families by Tuesday of next week.

Anna

From: Sandy Ronski <sronski@manitowoc.org>
Sent: Friday, June 5, 2020 2:43 PM
To: Beatty, Anna <beattya@mpsd.k12.wi.us>
Subject: [External]: RE: [External]: Special Event Application - Wilson Jr. High School parade through Lincoln Park

No, the City has a Special Event Committee that would need to review it, so it likely wouldn't happen until next week.

Sandy Ronski
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Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

From: Beatty, Anna [mailto:beattya@mpsd.k12.wi.us]
Sent: Friday, June 05, 2020 2:04 PM
To: Sandy Ronski
Subject: RE: [External]: Special Event Application - Wilson Jr. High School parade through Lincoln Park

Thanks Sandy,

If I have this filled out by today, would we know by the end of the day on your end if we can use the park?

Anna

From: Sandy Ronski <sronski@manitowoc.org>
Sent: Friday, June 5, 2020 1:59 PM
To: Beatty, Anna <beattya@mpsd.k12.wi.us>
Subject: [External]: Special Event Application - Wilson Jr. High School parade through Lincoln Park

Here is a link to the City of Manitowoc webpage for Special Events: <https://www.manitowoc.org/2049/Special-Events>. Under "Organizing a Special Event," you will find the City's Special Event Guidelines and a Special Event Application. You will need to attach a map of the event to the application form. Completed application forms should be turned in to the Parks Office. You can e-mail the application to me or fax it to (920) 686-6525 if you would like.

If you have any additional questions, please e-mail me or call the Parks Office at (920) 686-3580 weekdays between 7:30 AM and 4 PM.

Sincerely,

Sandy Ronski
Operations Clerk II
Transit, Cemetery, & Parks
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SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/8/2020

EVENT NAME: Wilson Student Farewell Parade

ORGANIZER: Wilson Jr. High School - Anna Beatty

E-MAIL ADDRESS: beattya@mpsd.k12.wi.us

EVENT DATE: 6/11/2020

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Wilson teachers will line the edges of the Lincoln Park roadways & students' families will drive through as a final farewell for the school year.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY


4 email approvals
Follow

COUNCIL ACTION REQUIRED:

--

ITEMS TO INCLUDE IN LETTER:

--

Sandy Ronski

From: Steve Corbeille
Sent: Monday, June 08, 2020 3:42 PM
To: Sandy Ronski; Todd Blaser; Jason Freiboth; Elizabeth Majerus; Dan Koski
Cc: SpecialEvents
Subject: RE: Special Event Application - Wilson Student Farewell Parade 06-11-20

Approve!



Steven A. Corbeille | Finance Director/Treasurer
City of Manitowoc
900 Quay St., Manitowoc, WI 54220
Phone: 920-686-6961 Cell: 715-938-1133

scorbeille@manitowoc.org
www.manitowoc.org

From: Sandy Ronski <sronski@manitowoc.org>
Sent: Monday, June 08, 2020 2:51 PM
To: Todd Blaser <tblaser@manitowoc.org>; Jason Freiboth <jfreiboth@manitowoc.org>; Steve Corbeille <scorbeille@manitowoc.org>; Elizabeth Majerus <emajerus@manitowoc.org>; Dan Koski <dkoski@manitowoc.org>
Cc: SpecialEvents <specialevents@manitowoc.org>
Subject: Special Event Application - Wilson Student Farewell Parade 06-11-20
Importance: High

Attached is a Special Event Form that I received today from Wilson Jr. High School for an event at Lincoln Park on Thursday. Previous to this two different schools had called about doing this, and the Mayor had given his approval for this type of event provided the families remained in their vehicles.

Committee members – Please e-mail me a.s.a.p. whether you approve or don't approve of this event. Also, will we waive this late application fee as it is an unusual circumstance due to COVID-19 and the only labor involved is administrative?

Sandy Ronski
Operations Clerk II
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900 Quay St.
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www.manitowoc.org

Sandy Ronski

From: Jason Freiboth
Sent: Monday, June 08, 2020 3:47 PM
To: Steve Corbeille; Sandy Ronski; Todd Blaser; Elizabeth Majerus; Dan Koski
Cc: SpecialEvents
Subject: RE: Special Event Application - Wilson Student Farewell Parade 06-11-20

Approve.

Deputy Chief Jason Freiboth

Manitowoc Police Department

910 Jay Street

Manitowoc, WI 54220

Office – (920) 686-6562

Cell Phone – (920) 323-0391

"We are committed to providing excellent police services and an unrelenting pursuit of justice, while maintaining order and securing a safe environment for everyone."

CONFIDENTIALITY NOTICE: This communication with its contents, including attachments, may contain confidential and/or legally privileged information. These items are covered by the Electronic Communications Privacy Act 18 U.S.C. §§ 2510-2521. It is solely for the use of the intended recipient(s) or an employee or agent responsible for delivering this message. Unauthorized interception, review, use or disclosure is prohibited. If you are not a named recipient, please contact the sender immediately and do not disclose the contents to another, use it for any purpose, store or copy the information in any medium. Please destroy all copies of the communication. Thank you.



From: Steve Corbeille
Sent: Monday, June 8, 2020 3:42 PM
To: Sandy Ronski; Todd Blaser; Jason Freiboth; Elizabeth Majerus; Dan Koski
Cc: SpecialEvents
Subject: RE: Special Event Application - Wilson Student Farewell Parade 06-11-20

Approve!

Sandy Ronski

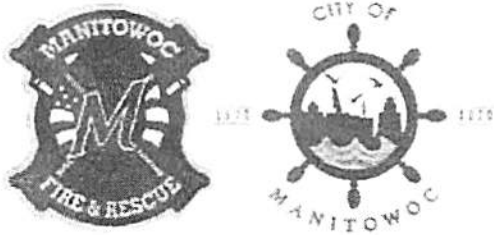
From: Elizabeth Majerus
Sent: Monday, June 08, 2020 4:06 PM
To: Todd Blaser; Sandy Ronski; Jason Freiboth; Steve Corbeille; Dan Koski
Cc: SpecialEvents
Subject: RE: Special Event Application - Wilson Student Farewell Parade 06-11-20

Approve

From: Todd Blaser
Sent: Monday, June 8, 2020 4:04 PM
To: Sandy Ronski; Jason Freiboth; Steve Corbeille; Elizabeth Majerus; Dan Koski
Cc: SpecialEvents
Subject: RE: Special Event Application - Wilson Student Farewell Parade 06-11-20

Approved!

*Todd M. Blaser, Chief of Fire Rescue
City of Manitowoc Fire Rescue Department*



From: Sandy Ronski
Sent: Monday, June 8, 2020 2:51 PM
To: Todd Blaser; Jason Freiboth; Steve Corbeille; Elizabeth Majerus; Dan Koski
Cc: SpecialEvents
Subject: Special Event Application - Wilson Student Farewell Parade 06-11-20
Importance: High

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Committee members – Please e-mail me a.s.a.p. whether you approve or don't approve of this event. Also, will we waive this late application fee as it is an unusual circumstance due to COVID-19 and the only labor involved is administrative?

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

JUN 03 2020

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

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

1. Name/Description of Event: Wilson Student Farewell Parade
2. Date of Event: June 11, 2020 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 4:00 pm AM/PM Actual Start Time: 4:30 pm AM/PM Finish Time: 5:30 pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Wilson Middle School
Name of organization responsible for event
Anna K. Beatty Telephone # PRIOR TO event (____) _____ 9206294449
Name (first, middle, and last) of event organizer
Telephone # DURING event (____) _____ 9206294449
Contact name DURING event (if different)
1201 N. 11th Street
Street Address
Manitowoc, WI 54220 E-mail address beattya@mpsd.k12.wi.us
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.

We would like to have our Wilson staff line the edges of the roads found throughout Lincoln Park in order to have Wilson families drive through the park as a final farewell for the 2019-2020 school year. We want our students to know we are always thinking of them and love them. While lining the roads, staff would follow social distancing guidelines and stay 6 feet apart. We would communicate to families to drive slowly through the park entering the 8th Street entrance and exiting on Lincoln Blvd.

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

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

No

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

A/N
5/23/20



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? *staff (30-60)* _____

How many vendors will be at your event? *none* _____ How many vehicles? *staff (30-80) families?* _____

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: _____

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: _____

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:
No equipment needed

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	\$2.00	=	_____	
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'	_____	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 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 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.

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):

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

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

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.

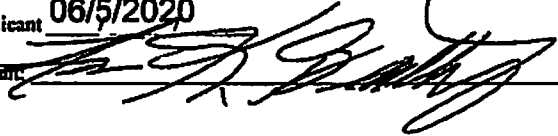
12. Legal Notice

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 06/5/2020

Signature of Applicant



Date: 6/5/2020

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

JUN 08 2020

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: Wilson Student Farewell Parade
2. Date of Event: June 11, 2020 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 4:00 pm AM/PM Actual Start Time: 4:30 pm AM/PM Finish Time: 5:30 pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Wilson Middle School
Name of organization responsible for event
Anna K. Beatty Telephone # PRIOR TO event (9206294449)
Name (first, middle, and last) of event organizer
Telephone # DURING event (9206294449)
Contact name DURING event (if different)
1201 N. 11th Street
Street Address
Manitowoc, WI 54220 E-mail address beattya@mpsd.k12.wi.us
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.

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

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

No

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

A/N
3/23/20



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.**

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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? staff (30-60)

How many vendors will be at your event? none How many vehicles? staff (30-60) families?

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: _____

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) 686-6350.

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

If yes, contact the Fire Department at (920) 686-6340 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.

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:

No equipment needed

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	_____	X	_____	X	\$2.00	=	_____	
Rail type-short	_____	X	_____	X	\$2.00	=	_____	
Channelizer Drums	_____	X	_____	X	\$3.00	=	_____	
Cones						=		
18"	_____	X	_____	X	\$1.50	=	_____	
28"	_____	X	_____	X	\$1.50	=	_____	
Safety vests	_____	X	_____	X	No charge	=	No Charge	
Snow fence						=		
Rolls	_____	X	_____	X	\$4.00	=	_____	
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'	_____	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 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 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.

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):

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

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

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 06/5/2020

Signature of Applicant 

Date: 6/5/2020