

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/18/2016

EVENT NAME: Survivors of Suicide Memorial Service

ORGANIZER: Survivors of Suicide Manitowoc - Rhonda Trader

EVENT DATE: 9/17/2016

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Memorial service at Washington Park for survivors of suicide losses & kick off of a campaign for suicide prevention; use of garbage cans; will bring their own banquet tables to set up for information; requesting waiver of rules for dogs in park; stake Arch of Hope in ground

ESTIMATED CITY COSTS:

POLICE	
FIRE	0
PARKS	50
RECREATION	0
STREETS	
TOTAL	50

ESTIMATED EVENT HOLDER CHARGES:

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

COMMITTEE CONCERNS: Requires Council approval for dogs in park
Must contact Diggers Hotline for stakes

COMMITTEE DECISION:

APPROVE

DENY

Scott Whitman
Joel H.
[Signature]
[Signature]
[Signature]



COUNCIL ACTION REQUIRED:

Waiver of rules prohibiting dogs in Washington Park

ITEMS TO INCLUDE IN LETTER:

Organizer to contact Diggers Hotline regarding placement of Arch of Hope

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: 6th Annual Services of Suicide Memorial Service
2. Date of Event: 9/17/16 If multiple days, Start Date: _____ End Date: _____
 Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 9:10 AM/PM Actual Start Time: 1:30 AM/PM Finish Time: 4:10 AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Survivors of Suicide Assistance
 Name of organization responsible for event
- BARBARA S TANNER Telephone # PRIOR TO event (920) 153-1274
 Name (first, middle, and last) of event organizer
- Same Telephone # DURING event (920) 802-2271
 Contact name DURING event (if different)
- 1161 Memorial Dr
 Street Address
- Manitowoc, WI 54220 E-mail address chandra.tanner@scasupport.com
 City, State, Zip of event organizer
- Is the sponsoring organization a 501(c)(3) organization? Yes No applied for

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.**

Memorial Service for Survivors of Suicide Losses and will be the beginning of a campaign for Suicide Prevention.

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.)?
Metro stage, Area in front of stage, bathrooms, Pickups

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. **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? Approx 100 - 150

How many vendors will be at your event? 2 How many vehicles? _____

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: 1 to 4 pm

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

Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? Clean-up Street-sweeping
For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? Yes No
If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? Yes No If yes, please indicate what types of animals, how many are expected, and where they will be located.
Dogs may accompany the owners

What toilet facilities will be made available to your participants? Indoor Outdoor Public Restrooms
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. *no Alcohol served*

Do you require a waiver of the restriction to serve alcohol in a park? Yes No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*	Cost/Day	Total	
Barricades						
2'	_____	X	_____	\$3.00	=	Flashers _____
3'	_____	X	_____	\$3.00	=	Flashers _____
8'	_____	X	_____	\$4.00	=	_____
Rail type-long	_____	X	_____	\$2.00	=	_____
Rail type-short	_____	X	_____	\$2.00	=	_____
Channelizer Drums	_____	X	_____	\$3.00	=	_____
Cones						
18"	_____	X	_____	\$1.50	=	_____
28"	_____	X	_____	\$1.50	=	_____
Safety vests	_____	X	_____	No charge	=	No Charge
Snow fence						
Rolls	_____	X	_____	\$4.00	=	_____
Posts	_____	X	_____	No Charge	=	No Charge
Post driver/pounder	_____	X	_____	No Charge	=	No Charge
Traffic signs	_____	X	_____	\$2.00	=	Description _____
	_____	X	_____	\$2.00	=	Description _____
	_____	X	_____	\$2.00	=	Description _____
Traffic signs (Portable)	_____	X	_____	\$3.00	=	Description _____
	_____	X	_____	\$3.00	=	Description _____
	_____	X	_____	\$3.00	=	Description _____
Other (list items and amounts)						

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

Banquet tables, 8'	3	X	3	\$5.00	=	15.00
Park benches	1	X	25	\$7.00	=	7.00
Picnic tables	1	X	1	\$7.00	=	7.00
Risers, platform	_____	X	_____	\$15.00	=	_____ Description _____
Security stanchions	_____	X	_____	\$ 5.00	=	_____
Tent, 10'x10'	_____	X	_____	\$30.00	=	_____
Tent, 10'x20'	_____	X	_____	\$35.00	=	_____
Ticket booths, outdoor	_____	X	_____	\$15.00	=	_____
Trash cans	1	X	3	No Charge	=	No Charge
Wenger portable bandwagon. 35x8'***	_____	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? No
 Other Arch & Hope Yes No If electric, where will item be plugged in? No

use small tent/camping stakes

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:

Rhonda Trader
 Name of Security Coordinator
(920) 452-1876
 Phone # before event
(910) 340-2771
 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):

This is a community security side event supported by Department 44a Co. 10pm - 4pm - 5pm

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

Donation fee may be out - no actual 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.

Copy of last year's financial service

12. Legal Notice

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 11/08/1950

Signature of Applicant: *R. de Troit*

Date: 4/15/16

Manitowoc Parks & Recreation Departments
METROSTAGE REQUEST FORM

Name of individual, firm or organization making request City of Manitowoc

If club or organization, name of person responsible RANDY TRAPER

Address 1021 Memorial Dr, Manitowoc, WI 54220 Telephone 920-1-82-1276

Purpose: The Renter starts that he will use the premises rented hereunder for the following purpose and none other: (list organization if possible) Memorial Service Renter agrees to pay additional rental fee of \$300.00 in the event the premises are used for any purpose other than those stated in above.

In Support of Service

Which do you consider your group to be?

- a. Community _____ b. Private Business _____ c. Club/Organization X
d. Other, Please explain _____

Rental Period: The Bandshell shall be rented to the Renter by the City on Sept. 17th, 2016 for the period from 9:00 AM/PM to 1:00 AM/PM on such date. It is understood that the Renter's responsibility to clean & restore the premises including garbage pickup must be completed within this period.

POLICIES

Use of Facility

- 1) The use of the bandshell is not allowed without prior approval of the Manitowoc Parks & Recreation Departments.
- 2) Only officially approved vehicles are allowed within the park. A list of vehicles for entry into the park must accompany request for the use of the facility.
- 3) It is understood that any City of Manitowoc police officer and any other authorized City of Manitowoc employee have the right to enter the rented premise at any time.
- 4) The City of Manitowoc it not responsible for any articles left, lost or stolen on the rented premises.
- 5) No admission fees, donations, contributions or other fare shall be collected or be permitted to be collected by the renter unless prior approval has been secured in writing from the Recreation Board.

Responsibility of User

- 1) The user will furnish all personnel & equipment necessary to run event.
- 2) The user is responsible to notify participants, spectators, and staff associated with the event of department policies & regulations.
- 3) It is the responsibility of the organization using the facility to obtain all necessary permits or licenses required by City ordinance, resolution or state law, such as but not limited to alcohol, food, soda, etc.
- 4) The user agrees to provide the city with a certificate of liability insurance in the amount of \$300,000.
- 5) No changes in the physical appearance of the area shall take place without prior approval of the Parks Manager. Event Insurance
- 6) It shall be the responsibility of the renter to maintain the area including restrooms throughout the event and to restore all areas and facilities to the condition they were in prior to the event. The renter agrees to pay additional fees for damages or extra time required to clean and restore the facility. This amount will be determined by the Parks Department.
- 7) It shall be the responsibility of the renter to control spectators, vehicles, and all situations involved with the event. If necessary, additional deputies may be required.
- 8) It is the responsibility of the user to have premises vacated by 10:00 PM each evening during the term of the request.

Fees and charges

Groups/Organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for use of City-owned facilities or equipment must fill out the Fee Waiver Request Form completely, at least 30 days in advance of the event. The request will be reviewed by the Parks and Recreation Committee, and the group or organization will be notified of approval or denial within 15 days of the Committee's decision.

- 1) The cost of the facility is \$50.00 per day
- 2) Renter agrees to pay the deposit fee at the time of making this application. Of a minimum of 20% of the total rental as breakage security which may later be applied to the base rental fee. The balance is due 24 hours prior to the rental date.
- 3) The daily fee is intended to cover the time period of 7:00 AM to 10:00 PM on the days indicated.

Additional Fees

- 1) Attendant Fee- A department attendant may be on duty when the facility is occupied. The current attendant rate per hour will be charged for the time spent at the event. Renter is responsible for the attendance and must follow his/her suggestions or directions.
- 2) Park Benches- If available, benches may be used for the event for a fee of \$5.25 + tax per bench.

PROVISIONS

The approval of this request is based upon the condition that the user agrees to indemnify and hold harmless the City from any accident or injuries to participants, spectators, and/or persons connected with the use of requested facilities or equipment.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person the premises.

The undersigned agrees to be responsible for any damage cause to said building, property or equipment by mischief or negligence.

This document signed on below date by authorized representative of the user and the lessee indicates that agreement is understood and will be adhered to by both parties.

Do you desire park benches? Yes, # of benches (40 max.) 20 benches No

permanent park benches

Signed *Rhonda Tucker* Date _____
(Person Responsible)

Terms or Conditions _____

Amount of rent to be charged _____ Deposit Received: \$ _____

Approved/Denied _____ Date _____
(Parks Manager)