

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/26/2017

EVENT NAME: MCM United Worship & Picnic

ORGANIZER: First Presbyterian Church - Rev. Dr. Matthew Sauer

EVENT DATE: 7/30/2017

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Combined worship service & potluck picnic for First Prebyterian Church, First Reformed United Church of Christ, & St. John's United Church of Christ at Union Park

ESTIMATED CITY COSTS:

POLICE	0
FIRE	
PARKS	0
RECREATION	
STREETS	0
TOTAL	0

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	100
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	100
GRAND TOTAL	100

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

*approved via e-mails
(see attachments)*

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

--

Deborah Neuser

From: Sandy Ronski
Sent: Friday, July 28, 2017 9:46 AM
To: Deborah Neuser
Cc: Laurie Braun; Karen Dorow; Sue Reilly
Subject: FW: SEC Approval Form - MCM United Worship & Picnic 07-30-17
Attachments: 201707280949.pdf

This event was approved by the SEC via e-mail. The event is this Sunday.

Sandy Ronski
Operations Clerk II
Cemetery/Parks/Transit/Streets & Sanitation Divisions City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

-----Original Message-----

From: Sandy Ronski [<mailto:sronski@manitowoc.org>]
Sent: Friday, July 28, 2017 9:44 AM
To: Sandy Ronski
Subject: DPW scanner

This E-mail was sent from "RNP00267372B8E9" (Aficio MP 4002).

Scan Date: 07.28.2017 09:49:41 (-0400)

Karen Dorow

From: Todd Blaser
Sent: Thursday, July 27, 2017 10:48 AM
To: Dan Koski; Steve Corbeille; Elizabeth Majerus
Cc: Scott Luchterhand; Karen Dorow
Subject: RE: Special Events - Church Worship - 7/30/2017

approve

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

From: Dan Koski
Sent: Thursday, July 27, 2017 10:10 AM
To: Steve Corbeille; Elizabeth Majerus
Cc: Scott Luchterhand; Karen Dorow; Todd Blaser
Subject: RE: Special Events - Church Worship - 7/30/2017

Approve

Dan Koski, PE
Director of Public Infrastructure
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

dkoski@manitowoc.org
www.manitowoc.org

phone: (920) 686-6910
fax: (920) 686-6906

From: Steve Corbeille
Sent: Thursday, July 27, 2017 6:02 AM
To: Elizabeth Majerus
Cc: Scott Luchterhand; Karen Dorow; Dan Koski; Todd Blaser
Subject: Re: Special Events - Church Worship - 7/30/2017

Approve

Sent from my iPhone

On Jul 26, 2017, at 7:48 PM, Elizabeth Majerus <emajerus@manitowoc.org> wrote:

I'm good with it. Thanks Karen.

Sent from my iPhone

On Jul 26, 2017, at 7:12 PM, Scott Luchterhand <sluchterhand@manitowoc.org> wrote:

We would have no issues with this event.

Assistant Chief Scott Luchterhand
Manitowoc Police Department

Sent from my iPhone

On Jul 26, 2017, at 5:19 PM, Karen Dorow <kdorow@manitowoc.org> wrote:

Unless anyone has any objections, instead of having a special meeting for this one, I thought we could review via email. Sandy sent the special event request out for department recommendations on Tuesday. Liz/Deborah are working with them on the insurance certificate they provided.

Manitowoc Cooperative Ministry (MCM) United Worship & Picnic at Union Park. Planning 80 – 100 people for worship and picnic afterwards. They will have a band playing from 9:30 am – 11:30 am. No requests for any city services.

Please approve or deny this event by reply all and your recommended action.

Thanks.

Karen Dorow | Business Manager
City of Manitowoc
2655 S. 35th St.
Manitowoc, WI 54220
Office (920) 686-6514
Mobile (920) 374-0404

Karen Dorow

From: Scott Luchterhand
Sent: Wednesday, July 26, 2017 7:12 PM
To: Karen Dorow
Cc: Dan Koski; Elizabeth Majerus; Todd Blaser; Steve Corbeille
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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: MCM United Worship & Picnic
2. Date of Event: 07/30/2017 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 8:00 am AM/PM Actual Start Time: 9:30 am AM/PM Finish Time: 1:30 am AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
First Presbyterian Church
Name of organization responsible for event
Rev. Dr. Matthew L. Sauer Telephone # PRIOR TO event (920) 860-6880
Name (first, middle, and last) of event organizer
Telephone # DURING event (920) 860-6880
Contact name DURING event (if different)
502 N 8th St
Street Address
Manitowoc, WI 54220 E-mail address info@fpcffamily.com
City, State, Zip of event organizer
- Is the sponsoring organization a 501(c)(3) organization? ☒ Yes ☐ No

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

Union Park - this is a combined worship service and picnic for Manitowoc Cooperative Ministry (First Presbyterian Church, First Reformed United Church of Christ, and St John's United Church of Christ).

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

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

We will use the existing picnic tables and green spaces

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? 80-100

How many vendors will be at your event? 0

How many vehicles? 2 on site the rest street park

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: 9:30AM - 11:30AM

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:

Additional restrooms are available at First Presbyterian, a block away from Union Park.

Will alcoholic beverages be served/sold? ☐ Yes ☒ No If yes, a "Special Class B" license will allow sale/service of beer and/or wine. Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

In the case of a premise with a current alcohol license, do you need an extension of your premise? ☐ Yes ☐ No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? ☐ 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:

NOTHING NEEDED

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	<u># Needed</u>		<u># of Days*</u>		<u>Cost/Day</u>		<u>Total</u>	
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	0	X	0	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):

WE DO NOT EXPECT ANY FEES

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

WORSHIP OFFERINGS

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

SOCIAL JUSTICE, LOCAL MISSION, MINISTRY UPKEEP

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 March 9 1970

Signature of Applicant: Matthew L. Sauer Digitally signed by Matthew L. Sauer
Date: 2017.07.25 13:46:33 -05'00'

Date: 7/25/2017