

RECEIVED

MAY 28 2014

14-1185

CITY CLERK'S OFFICE

Parks Fee 6-2-14

NOTICE: This application must be on file in the City Clerk's Office a minimum of 30 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.

SPECIAL EVENTS APPLICATION FORM

- 1. Name/Description of Event: Re-Cruitment Picnic
- 2. Date of Event: 7 / 9 / 14 If multiple days, Start Date: ___ / ___ / ___ End Date: ___ / ___ / ___
- 3. Time Event will start to form: 12 AM/PM Actual Start Time: 2 AM/PM Finish Time: 7 AM/PM 9:00pm for clean-up
- 4. Name and complete address of Organization/Individual organizing the Event:

LSS-RAYS, Runaway and Youth Services Telephone # (920) 682 4964
Name of organization, if applicable

Jody Lee Kisolek Business # () N/A
Name (first, middle, and last) of individual organizing the Event (if applicable)

860 N. 18th Street Date of Birth 9 / 12 / 65
Street Address of organizing individual

Manitowoc, WI 54220
City, State, ZIP

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

5. Email address of organizer: jody.kisolek@lsswis.org

6. Location of the Event: Please attach a detailed map or diagram of your event. Also, please indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Washington Park, Manitowoc

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

Have you reserved the park for this purpose? Yes No If no, please contact the Parks Department at (920) 686-3580.

Does the event require streets to be closed? Yes No If yes, which street(s): Waiver of Fees attached

Will the event be held indoors? Yes No If yes, what building? _____
Building Name & Street Address

7. Tell us about your Event:

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

What is the estimated attendance at your event, including observers? open to the public (?)

How many vendors will be at your event? None How many vehicles? street parking

Do you require any special parking restrictions? Yes No If yes, what type, when, and where: _____

Will any of the following services be required? Barricades Clean-up Street-sweeping
For help defining your parking, clean-up, and barricade needs, please contact the Department of Public Works at (920) 686-6550.

Will a tent or any other temporary structures be erected? Yes No

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

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: Bathrooms
in 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.

8. 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 to the City Clerk's Office at least 10 days before your event.

Designated contact person for the event:

Jody L. Kisolek
Name of Day-of coordinator

920 682 4964
Phone # before event

920 860 4020
Phone # the day of the event

Is security needed for this event? Yes No

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 call 911

9. Fees & Reimbursement: The standard fees for equipment rental and licenses will apply. The City may also require reimbursement for extraordinary expenses for your event. To request a waiver of the extraordinary expenses, please submit a letter detailing your request.

10. 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, liquor licenses, tent 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.

Signature of Applicant: Jody L. Kisolek

Date: 5-28-14

COMMITTEE RECOMMENDATION: _____ DATE: _____

COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No

Manitowoc Parks & Recreation Departments

METROSTAGE REQUEST FORM

Name of individual, firm or organization making request LSS-Runaway and Youth Services & Youth Diversion Program

If club or organization, name of person responsible Jody Kisolek

Address 721 Park Street, Manitowoc Telephone 682-4964

Purpose: The Renter starts that he will use the premises rented hereunder for the following purpose and none other: (list organization if possible) LSS-RAYS/Youth Diversion Program 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.

Which do you consider your group to be?

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

Rental Period: The Bandshell shall be rented to the Renter by the City on July 9th, 2014 for the period from 12 AM/PM to 9 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.
- 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.) _____ No

Signed Jody L Kisolek Date 5-28-14
(Person Responsible)

Terms or Conditions _____

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

Approved/Denied _____ Date _____
(Parks Manager)

MANITOWOC PARKS DEPARTMENT
**SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT**

(over)

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Parks & Recreation Committee and the group or organization will be notified within 15 days of submitted request.

A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.

ALL QUESTIONS MUST BE ANSWERED

1. Name of club/organization making request LSS-RAYS, Runaway and Youth Services
Address 721 Park Street, Manitowoc Telephone 682-4964

2. Names of club officers: Name Address Telephone
Manager President Melissa Argall 721 Park Street 682-4964
Maste Level Intern/Case Manager Secretary Jody L. Kisolek " " "
Treasurer N/A

3. Facility requested: Washington Park / Metro Stage
Equipment requested: N/A

4. Specific dates and hours facility/equipment will be used: Date July 9, 2014 Hrs. 12pm-9pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. I am asking the com committee to waive the fee for the rental of the →
over

6. Which do you consider your group to be?
A. Community service _____ B. Non-profit C. Private business _____
D. Club or organization E. Other, please explain _____

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes _____ No

8. If #7 is "yes," explain and list specific charges N/A

9. What will revenues be used for? N/A

10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes No _____
If "yes," please provide the following information of individual to contact:
Name Jody Kisolek Address 721 Park Street Telephone 682-4964
e-mail j.kisolek Jody.Kisolek@LSS.wis.org
Signed Jody L. Kisolek Date 5-28-2014

Please attach any additional information which you feel will assist the committee in evaluating your request.

When completed, this form is to be returned to the Manitowoc Parks Department, 2655 S. 35th St., Manitowoc, WI 54220.

Committee Action: Approved _____ Denied _____ Date _____

Metro Stage because RAYS is coming together with Manitowoc's Youth Diversion Program (Located in Lakeshore CAP) to recruit and familiarize our community to these very needed (and greatly un-funded) programs. Our programs are referred to by parent's, care givers, teachers, principles, guidance counselors, our Police Department (by faxes &/or court), Human Social Services, and many other facilities within our city, to help in the guiding of our youth in the right direction to make good and better choices. Unfortunately, RAYS funding was cut drastically on April 1, 2014. If it would not be for all the volunteer hours, interns, and commitment, our assistance with youths, ages 10yrs. to 18yrs, (and can go up to 21yrs. of age) could not be possible. Thank you.