

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/26/2023

EVENT NAME: War on the Shore

ORGANIZER: Two Rivers Youth Sports

E-MAIL ADDRESS: baseballone@ymail.com

EVENT DATE: 8/3-6/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Youth softball tournament held at the MYBA complex.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Dan Koski /ec Jason Freiboth /ec Eric Nycz /ec Shawn Alfred /ec Jason Russ /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Please remind participants that dogs are not allowed in Citizen Park. Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee. Please pay the \$100 Late Application Fee to City of Manitowoc, Attn: Dept. of Tourism, 900 Quay St, Manitowoc, WI 54220.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Two Rivers Youth Sports

Name of Applicant Adam Wachowski

Street Address 4120 clover st

Mailing Address _____
(If different)

City, State, Zip Two Rivers WI 54241

Primary Phone 920-901-7165

Cell Phone _____

Email baseballone@ymail.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Adam Wachowski

On-Site Cell Phone # 920-901-7165

On-Site Security Contact Name Same

On-Site Security Contact Phone # Same

EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Missing Map/Drawing



War on the Shore youth softball ball tournament. We would be using the fields at MYBA and some reserved parking for umpires and tournament personnel.

Event Name War on the Shore

Public Event YES NO

Location MYBA complex

Estimated Total Attendance 1000's

Staging Area MYBA

Estimated Attendance 1000's
from outside City of Manitowoc

Event Website _____

Event Date(s) August 3-6

Event Start Time 8 AM PM

Event End Time 10 AM PM

Setup Date(s) 08/03/2023

Setup Start Time 8 AM PM

Teardown Date(s) 08/06/2023

Teardown End Time 8 AM PM

(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

- Facility Location MYBA
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request MYBA fields
- Special Power Requirements _____
- Special Lighting Ball fields
(ex. ball diamonds)
- ADA Accommodations _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
Class B License
- Alcohol Served End Time _____
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many _____
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue _____
- Revenue to be used for _____

ROUTE

Route map must be submitted with application

- Road Closure
Describe location(s)
+ time(s)
- Timed Route
- Road Crossing
Describe where +
if assistance needed
- Course Marking
Describe type
- Sidewalk
Describe usage

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground
(greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # _____
- Signs/Banners # _____
- Carnival Rides # _____
- Dumpster # 2
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time _____ AM PM
- End Time _____ AM PM
- Type of Sound _____

EQUIPMENT REQUESTS

Fees will be calculated based on organizer’s meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at www.manitowoc.org.

DELIVERY DATE _____ TIME _____ AM PM LOCATION _____
PICKUP DATE _____ TIME _____ AM PM Place Items in original drop-off location after event.

**Indicate Quantities on Line*

GAMES

- Bean Bag Toss _____
- Ring Toss _____
- Sports Kit _____

STAGING / RISERS

- RISERS – 4’ x 8’ Wooden Platforms
6” H _____ 12”H _____ 18”H _____
- Staging – 8’x12’
- Portable Bandwagon – 35’x8’

TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)

- Banquet tables – 8’x40” _____
- Benches – 4’ wooden _____
- Bleachers – 15’x5’ portable
- Chairs – metal, folding _____
- Picnic Tables – 6’ wooden _____
- Picnic Tables – 8’ wooden, ADA accessible _____

TENTS

- Tent – 10’x 20’ _____

TRAFFIC CONTROL ITEMS

- Barricades – 2’ _____
- Barricades – 3’ _____
- Barricades – 8’ _____
- Barricades – 12’ rail-type _____
- Channelizer drums – 3’ reflective _____
- Cones – 18” _____
- Cones – 28” reflective _____
- Delineators – 42” reflective _____
- Parking posts with concrete base – 42”H (rope or tape not included) _____
- Traffic signs (sign only – typically placed on barricades)
 - Road Closed _____
 - Road Closed Ahead _____
 - _____
 - _____

MISCELLANEOUS ITEMS

- Disc golf basket – portable
- Grill – 2’ x 3’ portable, outdoor _____
- P.A. system – microphone, sound board, 2 speakers with stands
- Post pounder / driver _____
- Power pedestal – portable _____
- Safety vests _____
- Security stanchions _____
- Snow fence – 50’ rolls – plastic _____ wooden _____
- Snow fence – posts _____
- Ticket booths – outdoor _____
- Trash barrels _____
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 10

Where do you plan to park vehicles By MYBA garage

Are there any special parking considerations _____
(VIP, ADA, Security, Emergency Vehicles, etc)

SAFETY & SECURITY

The City requires security based on attendance

Do you need assistance from: Police Dept Fire Dept/Ambulance

Describe _____

Date/Time _____

Location _____

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES NO
(If so, please attach)

ADDITIONAL QUESTIONS

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

Do you have any questions/comments/additional requests?

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 Guidelines and 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 01 / 02 / 1985

Signature of Applicant: Adam Wachowski Date: 7/18/23

E-MAIL

PRINT