

Public Info 6-16-14

14-1333

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: Sweet 16 Anniversary Celebration
- 2. Date of Event: 07 / 11 / 14 If multiple days, Start Date: / / End Date: / /
- 3. Time Event will start to form: 4:00 pm AM/PM Actual Start Time: 6:00 pm AM/PM Finish Time: 8:00 pm AM/PM
- 4. Name and complete address of Organization/Individual organizing the Event:

Manitowoc Public Library
 Name of organization, if applicable

Anne M. Juza
 Name (first, middle, and last) of individual organizing the Event

707 Quay Street
 Street Address

Manitowoc, WI 54220
 City, State, ZIP

Telephone # () 686 - 3036

Business # (920) 686 - 3000
 (if applicable)

Date of Birth 08 / 26 / 61
 of organizing individual

RECEIVED
JUN 12 2014

CITY CLERKS OFFICE

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

- 5. Email address of organizer: ajuza@manitowoc.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. Event will take place on Quay Street. The Dept. of Public Works barricades the street for foot traffic only.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes No Which 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): Quay Street 6th + 8th streets

Waiver of Fee Request also

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? 250+
 - How many vendors will be at your event? 1 How many vehicles? 1
 - 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: MPL will be open until 8:00 p.m. for toilet facilities.

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:

Anne Juza
Name of Day-of coordinator

() 686 3036
Phone # before event

() 686 3036
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

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: 

Date: 6/11/14

COMMITTEE RECOMMENDATION: _____ DATE: _____

COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No

RE: MPL Sweet 16 Anniv Celebration 7-11-14

REVIEWING DEPARTMENT RECOMMENDATION

Department to complete the form and return to the City Clerk ASAP, but not later than 14 days.

Your request was acted upon in accordance with the contents of this application with the following conditions

PARKS _____
(683-4537) _____

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

POLICE _____
(686-6500) _____

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

FIRE _____
(686-6500) _____

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

DPW _____
(683-4550) _____

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

1911 7000 1000 1000 1000 1000

before
4:30 pm
6/12/14

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

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 Friends of Manitowoc Public Library
Address 707 Quay Street Telephone 686-3000

2. Names of club officers: Name Address Telephone
President Gloria Yackon 7337 Lakeshore Drive 726-4423

Secretary NA

Treasurer Jean Biegan 340 Albert Drive, #16 686-1897

3. Facility requested: Quay Street Closure

Equipment requested: Blankets, Picnic Tables, Band Shell, Cones, etc. see Janice Zastrow's Request for Lazy Days

4. Specific dates and hours facility/equipment will be used: Date 7/1/2014 Hrs. 4-8 pm Over

5. Please explain your request, as to what fees you desire waived or reduced and reasons. The Friends group is a non-profit organization that supports the MPL + promotes the use of Library services, materials, + programs.

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 Beverages (beer, wine, soda, water) @ 1.00 - \$3.00

9. What will revenues be used for? Support of the library

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 _____ Address _____ Telephone _____

Signed A. Jozga Date 6/12/14

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 _____

MPL is working in
conjunction w/ mainly
Mtwc on
this event.
(Kathy Datz)

FRIENDS OF MANITOWOC PUBLIC LIBRARY

ANNUAL FINANCIAL

1/1/2012 to 12/31/2012

1/1/2012 Beginning Balance		\$9,383.95
Revenues		
Bakeless Cookie Walk	\$309.00	
Best Gift Ever	\$352.78	
Better World Books	\$2,747.83	
Book Bags	\$401.60	
Book Sales		
January Book Sale	\$1,607.10	
May Book Sale	\$361.45	
Krazy Daze Book Sale	\$1,153.60	
Harvestfest Book Sale	\$396.85	
November Book Sale	\$823.25	
Book Shelves	\$5,678.37	
Total Book Sales	\$10,020.62	
Donations	\$191.00	
Dues	\$520.00	
Flashdrives/Miscellaneous	\$361.30	
Interest	\$16.16	
Total Revenue		\$14,920.29
Expenditures		
Adult Programming Refreshments	\$430.38	
Adult Summer Library Program	\$222.05	
Author Presentation	\$233.81	
Bags	\$988.35	
Battle of the Books T-Shirts	\$78.00	
Book Discussion Books (19 sets)	\$2,504.17	
Book Page Book Review	\$456.00	
Boxes	\$121.78	
Children's Prizes	\$1,083.55	
Children's Programming	\$476.40	
Donation Box	\$170.00	
Earbuds	\$260.40	
Flashdrives	\$221.28	
Friends Refreshments	\$26.07	
Great Decisions Refreshments	\$698.81	
Great Decisions Brochures	\$335.00	
Literacy	\$742.24	
Manitowalker	\$100.00	
Memorial	\$42.77	
Planters	\$220.00	
Staff Appreciation	\$121.63	
Staff Cakes	\$124.94	
Teen Prizes	\$93.80	
Teen Programming	\$243.87	
Teen Refreshments	\$295.39	
Unison Reads	\$148.05	
WI Dept of Revenue-Sales Tax	\$474.27	
Total Expenses		\$10,913.01
Ending Balance 12/31/2012		\$13,391.23

FRIENDS OF MANITOWOC PUBLIC LIBRARY

ANNUAL FINANCIAL

1/1/2013 to 12/31/2013

1/1/2013 Beginning Balance		\$13,391.23
Revenues		
Bakeless Cookie Walk (2012)	\$330.00	
Best Gift Ever	\$194.30	
Better World Books	\$3,237.22	
Book Sales		
January Book Sale	\$1,378.57	
Krazy Daze Book Sale	\$1,116.71	
Book Shelves	\$4,832.11	
Total Book Sales		\$7,327.39
Donations	\$130.00	
Donation Box	\$130.87	
Dues	\$390.00	
Interest	\$14.01	
Merchandise	\$398.50	
Total Revenue		\$12,152.29
Expenditures		
15th Anniversary Celebration	\$1,565.88	
Adult Programming Refreshments	\$460.22	
Adult Summer Library Program	\$636.52	
Author Presentation	\$562.70	
Advertising	\$76.68	
Baskets	\$787.37	
Best Gift Ever	\$320.00	
Book Discussion Books (15 Sets)	\$1,997.62	
Book Page Book Review	\$480.00	
Children's Prizes	\$1,320.00	
Children's Programming	\$595.00	
Community Partners in Literacy	\$1,563.69	
Early Literacy Project	\$800.00	
Flower Arrangement	\$245.81	
Friends Refreshments	\$7.98	
Great Decisions Refreshments	\$661.46	
Merchandise	\$348.00	
Planters	\$220.00	
Staff Appreciation	\$369.02	
Staff Cakes	\$119.95	
Staff T-Shirts	\$229.50	
Supplies	\$31.48	
Teen Prizes	\$443.03	
Teen Programming	\$97.50	
Upholstery	\$1,878.20	
WI Dept of Revenue-Sales Tax	\$398.33	
Total Expenses		\$16,215.94
Ending Balance 12/31/2013		\$9,327.58