

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/8/2023

EVENT NAME: Special Event - Kenny's Klub Softball Tournament

ORGANIZER: Kenny's Klub - Dave Holschbach

E-MAIL ADDRESS: budall@sbcglobal.net

EVENT DATE: 7/21-23/23

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Softball tournament at Citizen Park Diamond 2, 3, and pavillion

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Jason Frieboth /ec Courtney Hansen /ec Eric Nycz /ec Brock Wetenkamp /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



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Kennys Klub
Name of Applicant DAVE HOLSCHBACH
Street Address 804 NICHOLAS CT
Mailing Address _____
(If different)
City, State, Zip MANITOWOC, WI 54220
Primary Phone 920 377-0650
Cell Phone _____
Email BUDALLPRO@SBCGLOBAL.NET
Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact DAVE HOLSCHBACH
On-Site Cell Phone # 920 377 0650
On-Site Security Contact Name _____
On-Site Security Contact Phone # _____

EVENT INFORMATION

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

Missing Map/Drawing



Kennys Klub Softball Tourney

Citizen PARK
Diamond 2 + 3
+ Pavilion

Event Name Kennys Klub Softball Tourney

Public Event YES NO

Location Citizen PARK

Estimated Total Attendance 600-1000 per day

Estimated Attendance 200
from outside City of Manitowoc

Staging Area Diamond 2 + 3 + Pavilion

Event Website _____

Event Date(s) July 21, 22, 23

Event Start Time 8:00 AM PM

Event End Time 10:00 AM PM

Setup Date(s) July 20th

Setup Start Time 3:00 AM PM

Teardown Date(s) July 24

Teardown End Time Noon AM PM

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

FACILITY REQUESTS

- Facility Location Citizen PARK Diamond 2+3
- Mariner's Trail FROM _____ TO _____
- Athletic Field(s) Request Diamond 2+3 + Pavilion
- Special Power Requirements _____
- Special Lighting BALL DIAMONDS
(ex. ball diamonds)
- ADA Accommodations _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises Class B License
- Alcohol Served End Time 10:30 PM
- 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) N/A
- Timed Route N/A
- Road Crossing Describe where + if assistance needed N/A
- Course Marking Describe type N/A
- Sidewalk Describe usage N/A

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground (greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # 3
- 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 10:00 AM PM
- End Time 9:00 AM PM
- Type of Sound ANNOUNCING OF GAMES ON DIAMOND 2

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 July 21 TIME _____ AM PM LOCATION CITIZEN PARK
PICKUP DATE July 24 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 Diamonds 2 AND Diamond 3
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 _____

A) Dave Schultz
OR
J.J. Ploederl
would have totals for
Benches, Picnic tables and
GARBAGE CANS from PAST
years.

B) ALSO Request For
Diamonds to be prepared
SATURDAY + SUNDAY
MORNING.
FRIDAY AFTERNOON (NOT SURE
if we did this DAY every year, J.J.
OR DAVE WOULD KNOW)

VEHICLES

Parking must be included on site map

Expected number of vehicles Parking lot used

Where do you plan to park vehicles Parking Lot

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?

[Empty rectangular box for additional questions]

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 12/5/1955

Signature of Applicant: Alane A. Schellach

Date: March 6, 2023

E-MAIL

PRINT