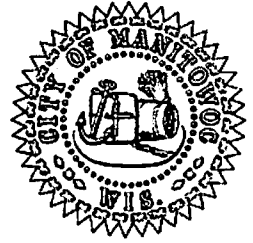




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



June 19, 2020

Discover Eastern Wisconsin Disc Golf
James Van Lanen, Jr.
4121 Martin Lane
Two Rivers, WI 54241

RE: Silver Cup XX Disc Golf Tournament – Silver Creek Park – 7/4/20 – 7/12/20

Dear Mr. Van Lanen:

Your request to hold the disc golf Tournament for Amateurs on July 4&5, 2020 and the Pros Tournament on July 10-12, 2020 in Silver Creek Park, including the use of concession area for staff and the fieldhouse for a storm shelter if needed, was acted upon by the Special Events Committee at the meeting on Wednesday, June 17, 2020.

At said meeting the Committee unanimously granted your request.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

Enclosures

cc: Special Events Approval Group

Deborah Neuser, CMC, City Clerk
CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543
Phone (920) 686-6950 · Fax (920) 686-6959 · dneuser@manitowoc.org

Conditions for Special Event Permit

X **At least 30 days prior to your event**, in accordance with City policy, please have your insurance agent submit a certificate of insurance **along with separate additional insured endorsement** to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to mreedkadow@manitowoc.org. Special Events Insurance Requirements are also enclosed. If beer or wine is being served, you will need to provide liquor liability in the amount of \$500,000 each occurrence and \$500,000 aggregate. If you have a bounce house on City property, coverage must state it specifically covers bounce house. **Insurance not provided within the required timeline may result in a fee of \$300**

_____ Please bring your tavern license to the City Clerk's office prior to your event to have the extended premises added to your license.

_____ City policy allows for the extension of a licensed premises to include an outside area, with the understanding that the entire area will be completely fenced in with access through the door of your premises or through the gate of the fenced-in area only. Alcoholic beverages can only be consumed inside the premises and in the fenced-in area. Please contact the Chief of Police at 686-6573 to arrange details for fencing the licensed area.

_____ A non-profit or bona fide club may apply for a Temporary Class "B" license for the beer stand in the City Clerk's Office in City Hall. A licensed bartender must be at the premise at all times.

X _____ Contact the County Health Department at 683-4155 to obtain information about a food license. Mobile food vendors (food trucks) must obtain a license from the City Clerk's office

_____ All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.

_____ Event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground. Contact the Department of Public Works, 900 Quay St. at 686-6550 to obtain a stake permit.

_____ If you require the use of barricades or orange cones, please contact the Department of Public Works at 686-6550 prior to 2:30 P.M. between Monday and Friday to obtain details and pricing information for the use of the City equipment. If you are closing off a street, you shall provide traffic control barricades.

_____ In advance of your event, you are encouraged to notify the residences and/or businesses that may be affected by this street closure, in order to allow them time to make any necessary arrangements.

X _____ For the use of the Metrostage, benches, trash barrels, etc., please contact the Parks Department at 686-6518.

_____ To arrange for the use of the baseball diamond at the park, and use of various equipment, you will need to contact both the Parks Department at 686-6518 and the Recreation Department at 686-3060.

_____ The telephone number to arrange for Manitowoc City Police Department assistance with your event is 686-6573.

_____ Contact the Fire Department at 686-6540 to obtain a fireworks permit.

_____ Waiver of the noise ordinance was approved from _____ to _____.

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/17/2020

EVENT NAME: Silver Cup XX Disc Golf Tournament

ORGANIZER: Discover Eastern WI Disc Golf - Jim Van Lanen Jr

E-MAIL ADDRESS: discgolf@discoverwisc.com

EVENT DATE: 7/4/20-7/12/20

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Tournament for Amateurs - July 4 & 5, Pros Tournament - July 10-12;
Disc golf tee times will be spaced for social distancing; awards, scoring,
and most player communication will be done online; concession area
used for staff; fieldhouse only used for storm shelter if needed

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

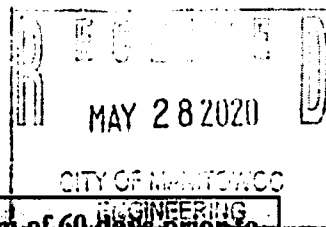
Jim Van Lanen Jr
Gene Corbelle

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.

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: Silver Cup XX Disc Golf Tournament
2. Date of Event: 07 / 10 / 2020 If multiple days. Start Date: 07 / 10 / 2020 End Date: 07 / 12 / 2020 Pros
Include dates and times needed for setup and take down / cleanup. and 07 / 04 / 2020 - 07 / 05 / 2020 Amateurs
3. Time Event will Begin Setup: 6:30am AM/PM Actual Start Time: 8 AM/PM Finish Time: 7 AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:

Discover Eastern Wisconsin Disc Golf

Name of organization responsible for event

James Van Lanen Jr

Telephone # PRIOR TO event () -

Name (first, middle, and last) of event organizer

Same

Telephone # DURING event (920) 629-9997

Contact name DURING event (if different)

4121 Martin Lane

Street Address

Two Rivers, WI 54241

E-mail address discgolf@discoverwisc.com
of event organizer

City, State, Zip

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.
Singles disc golf tournament - 1st weekend is for all amateur divisions and 2nd weekend is for all professional-advanced divisions. Players compete at Silver Creek Park on all 4 competition dates using tee time spacing with check-in, awards, scoring and most player communication on-line. Concession area will be used for staff and fieldhouse will only be used for storm shelter if needed.

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

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? disc golf courses and 20 picnic tables nearest concession stand for lunch.

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

A/N 4948



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? 250

How many vendors will be at your event? 3-5 How many vehicles? 125

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: 8am-7pm

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: _____

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:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*		Cost/Day	=	Total	
Barricades		X		X	\$3.00	=		Flashers _____
2'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
3'	_____	X	_____	X	\$4.00	=	_____	
8'	_____	X	_____	X	\$2.00	=	_____	
Rail type-long	_____	X	_____	X	\$2.00	=	_____	
Rail type-short	_____	X	_____	X	\$2.00	=	_____	
Channelizer Drums	_____	X	_____	X	\$3.00	=	_____	
Cones		X		X	\$1.50	=		
18"	_____	X	_____	X	\$1.50	=	_____	
28"	_____	X	_____	X	No charge	=	No Charge	
Safety vests	_____	X	_____	X	No charge	=	No Charge	
Snow fence		X		X	\$4.00	=		
Rolls	_____	X	_____	X	No Charge	=	No Charge	
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	8	X	_____	X	\$7.00	=	_____	
Risers, platform	_____	X	_____	X	\$15.00	=	_____	
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	_____	X	_____	X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8***	_____	X	_____	X	\$240.00	=	_____	
Other (list items and amounts)	_____							

wants 20 total
(12 @ park)

TOTAL RENTAL CHARGES _____

*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: _____

James Van Lanen Jr
 Name of Security Coordinator

() 920 629-9997
 Phone # before event

() 920 629-9997
 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): The tournament promotes the park and any fees available after the event are used for disc golf course improvements at Silver Creek and Indian Creek Parks. This is a great opportunity to expose disc golfers from all over the Midwest to our beautiful parks.

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 Player registrations and a small amount of merchandise sales.

What are your estimated revenues and what will the revenues be used for? Player fees range from \$35 for juniors to \$150 for open pro players. All fees collected go toward player purse.

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 02 / 06 / 1963

Signature of Applicant: James Van Lanen Jr

Date: 05/28/2020

Sandy Ronski

From: James Van Lanen <discgolf@discoverwisc.com>
Sent: Thursday, May 28, 2020 7:44 AM
To: Sandy Ronski; Curtis Hall
Subject: Silver Cup XX Disc Golf Tournament
Attachments: Special events app form - Silver Cup XX.pdf

Hi Sandy and Curtis,

We have been working hard with the PDGA and Pro Disc Golf Tour to finalize a plan for this years tournament. The dates are still July 4-5, 2020 for Amateurs and July 10-12, 2020 for Pro Divisions. We will be modifying the schedule to ensure social distancing and no large gatherings during the event. We will use technology for communication, player programs and scoring plus tee times to separate the players. There will be no formal players meetings or awards. Both the PDGA and Pro Tour have best practices in place to ensure a safe and fun event for the players and staff. Attached is my event application and waiver of fees request. I would be happy to present the application to the Parks and Rec Committee if that would be advisable. Please give me a call if you have any questions of concerns. Thanks for all that you do to support disc sports in Manitowoc!

Jim Van Lanen Jr.
discgolf@discoverwisc.com
<http://silvercupdiscgolf.com>
920-793-4524 W
920-629-9997 C

