



# CITY OF MANITOWOC

WISCONSIN, USA  
www.manitowoc.org

November 1, 2017



Autism Society of the Lakeshore  
Attn: Lisa Krueger  
PO Box 2071  
Manitowoc, WI 54221

RE: Ugly Sweater Run/Walk –Revision – Mariner’s Trail Special Use Permit- November 11, 2017

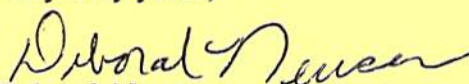
Dear Ms. Krueger:

The requests to close the easternmost lane of Maritime Dr. from Baymont Inn to just past the Yacht Club by the Eagle Statue, for the Streets Division to set up/take down traffic control items on race day, and for the Police Department to have an officer and squad car blocking northbound traffic at N. 6<sup>th</sup> St. and Maritime Dr. for 2 hours were acted upon by the Special Events Committee at the October 30, 2017 Special Events Committee Meeting, at which time the Committee granted your request.

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

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

Very truly yours,

  
Deborah Neuser  
City Clerk

DAN:mrk

Enclosures

cc: Chief of Police Nick Reimer  
Fire Chief Todd Blaser  
Randy Junk, Operations Division Mgr. (Streets)  
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)  
Karen Dorow, Business Manager

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 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with 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 [dneuser@manitowoc.org](mailto:dneuser@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.

\_\_\_\_ 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.

\_\_\_\_ Contact the County Health Department at 683-4155 to obtain information about a food license.

\_\_\_\_ 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.

\_\_\_\_ Please note that 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, 2655 So. 35th St., at 686-6550 to obtain a stake permit.

X  
If you require the use of barricades or orange cones, please contact the Department of Public Works at 686-6550, located at 2655 So. 35th St., 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.

X  
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.

\_\_\_\_ 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.

X  
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:** 10/30/2017

**EVENT NAME:** REVISION #1: Ugly Sweater Run/Walk

**ORGANIZER:** Autism Society of the Lakeshore - Stacy Rutherford

**EVENT DATE:** 11/11/2017

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Requesting closure of easternmost lane of Maritime Drive from Baymont Inn to just past the Yacht Club by the Eagle Statue for safety purposes; Streets Division to set up/taken down traffic control items on race day; PD to have officer & squad blocking NB traffic at N 6 & Maritime for 2 hrs

**ESTIMATED CITY COSTS:**

POLICE	77.18
FIRE	0
PARKS	0
RECREATION	
STREETS	1333.5
<b>TOTAL DEPT. COSTS</b>	<b>1410.68</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	350
<i>(if delivery requested)</i>	
<b>WAIVED -ROOM TAX</b>	<b>1760.68</b>
NON-WAIV. STAKE PERMIT	

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE		DENY
<p style="text-align: center; margin-top: 10px;"> <i>Tom</i>  <i>Todd</i> </p>		

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**