

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/6/2017

EVENT NAME: Memorial Day Parade & Ceremony

ORGANIZER: City of Manitowoc - Stacey Groll

EVENT DATE: 5/29/2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Annual Memorial Day Parade on S. 8th St. from Washington St. to Huron & then to Michigan Avenue where ceremony will take place by Veterans Memorial; Assistance by PD & Cemetery Staff for traffic control; use of chairs & traffic control items; ceremony held in CP Rec. Center gym if raining

ESTIMATED CITY COSTS:

POLICE	1226.56
FIRE	
PARKS	975.25
RECREATION	
STREETS	1924
TOTAL	4125.81

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	350
(if delivery requested)	
TOTAL E.H. CHARGES	350
GRAND TOTAL	4475.81

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY



COUNCIL ACTION REQUIRED:

Closure of 8th St. from Marshall to Huron, Huron from N 8th to N 18th, & N 18th from Michigan to the Veterans Memorial

ITEMS TO INCLUDE IN LETTER:

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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: Memorial Day Parade and Ceremony
2. Date of Event: 05/29/2017 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 8:00 am AM/PM Actual Start Time: 9:00 am AM/PM Finish Time: _____ AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
City of Manitowoc
Name of organization responsible for event
Stacey L. Groll Telephone # PRIOR TO event (920) 686 6980
Name (first, middle, and last) of event organizer
Stacey L. Groll Telephone # DURING event (920) 629 0414
Contact name DURING event (if different)
900 Quay Street
Street Address
Manitowoc, WI 54220 E-mail address sgroll@manitowoc.org
City, State, Zip of event organizer

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.

Annual Memorial Day Parade and Ceremony. Parade lineup will begin at 8:00 a.m. on South 8th Street (Washington to Marshall). The parade will begin at 9:00 a.m. going north on 8th Street, turning west on Huron Street going into Michigan Avenue and ending at the Veterans Memorial where the ceremony will occur. If the weather should be inclement, permission is requested to utilize the Citizens Park building for the ceremonies.

Will the event be held in a Manitowoc park or utilize any park facilities? ☒ Yes Which park? Citizens Park ☐ No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

Citizens Park building if weather is inclement.

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): 8th Street (Marshall to Huron),
Huron and Michigan to Veterans Memorial

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

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: N/A

Where on the trail will the event end: N/A



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? Unknown

How many vendors will be at your event? None

How many vehicles? Unknown

Do you require any special parking restrictions? ☒ Yes ☐ No If yes, what type, when, and where:

No parking in designated lineup and parade route areas

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: Morning hours during ceremonies

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.): ☐ Yes ☒ No

If yes, please describe:

N/A

Contact the Parks Division at 656-3580 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. Unsure as have not received parade entries as of yet

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:

Public Restrooms

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						
2'	_____	X	_____	X \$3.00	=	_____ Flashers _____
3'	_____	X	_____	X \$3.00	=	_____ Flashers _____
8'	_____	X	_____	X \$4.00	=	_____
Rail type-long	_____	X	_____	X \$2.00	=	_____
Rail type-short	_____	X	_____	X \$2.00	=	_____
Channelizer Drums	_____	X	_____	X \$3.00	=	_____
Cones						
18"	_____	X	_____	X \$1.50	=	_____
28"	_____	X	_____	X \$1.50	=	_____
Safety vests	_____	X	_____	No charge	=	No Charge
Snow fence						
Rolls	_____	X	_____	X \$4.00	=	_____
Posts	_____	X	_____	No Charge	=	No Charge
Post driver/pounder	_____	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) Traffic control items as per DPW Work Order for previous year (2016)

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	_____	X	_____	X \$7.00	=	_____
Risers, platform	_____	X	_____	X \$15.00	=	_____ Description _____
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	_____	No Charge	=	No Charge
Wenger portable bandwagon, 35x8***	_____	X	_____	X \$240.00	=	_____

Other (list items and amounts): 225 chairs needed for ceremony

205
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:

 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
 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):

All fees as this is a City sponsored event.

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

N/A

What are your estimated revenues and what will the revenues be used for?

N/A

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.

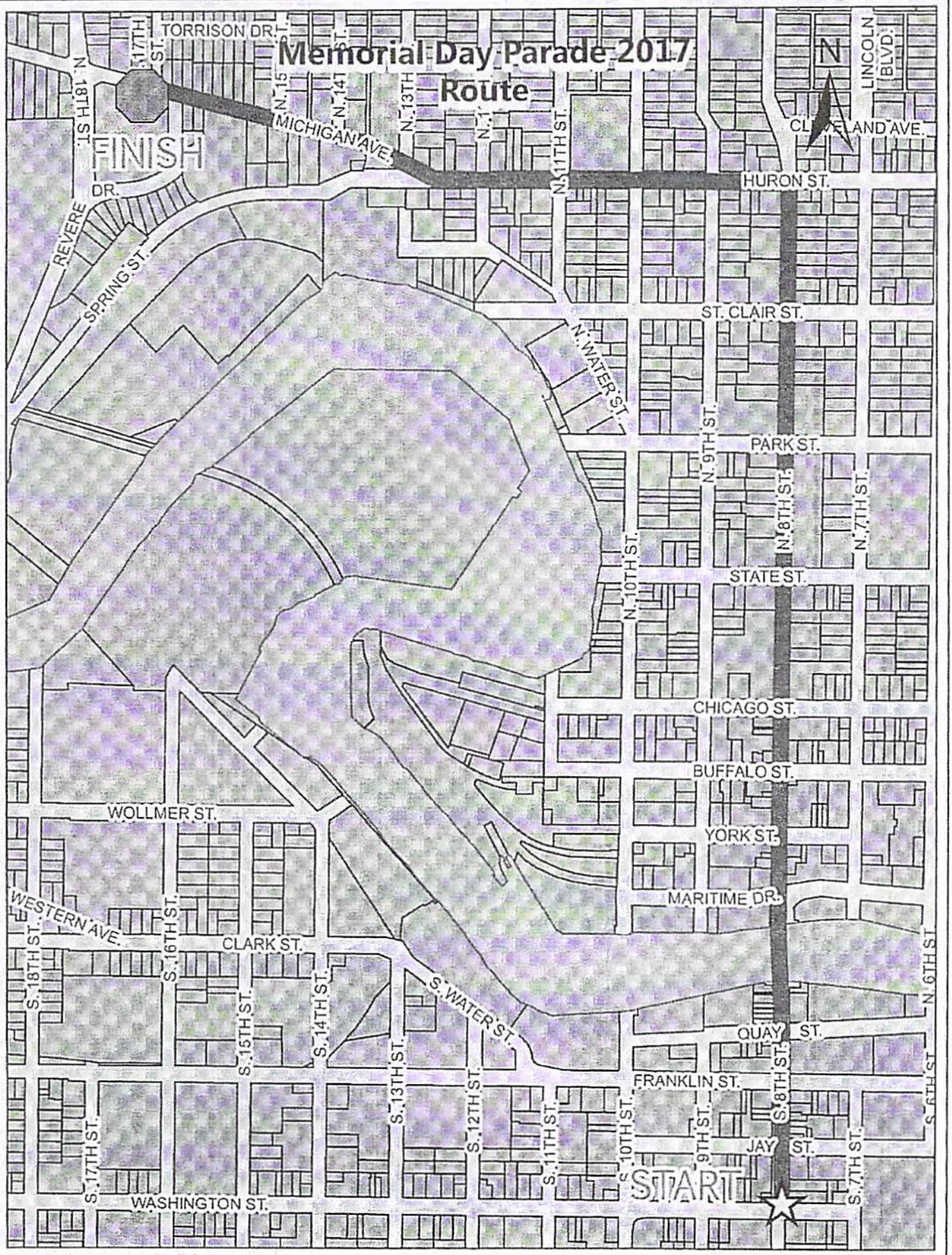
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the 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 12 / 18 / 1976

Signature of Applicant: _____

Date: 02/20/2017

Memorial Day Parade 2017 Route



APPLICATION BY MUNICIPALITY FOR PERMISSION
TO DETOUR STATE TRUNK HIGHWAY TRAFFIC
DT1479 7/2011 (Replaces ET604) s.84.07(4) Wis. Stats.

Wisconsin Department of Transportation

TO: REGIONAL TRAFFIC SECTION

Municipality Manitowoc	County Manitowoc
(Area Code) Telephone Number (920) 886-8562	Email Address sluchterhand@manitowoc.org
Name of Street(s) to be Closed <input type="checkbox"/> STH <input checked="" type="checkbox"/> USH 10	Streets Closed Between (Street Name) FROM: Washington Street TO: Huron Street
Proposed Temporary Route S.21st St., Revere Dr., N.18th St., to Waldo Blvd.	
<input type="checkbox"/> MAP ATTACHED	Date and Duration of Detour Date: 05-29-17 Time: 8:30 a.m. to 11:00 a.m.
Reason Memorial Day Parade	
Name and Address to Whom Permit will be Returned Assistant Chief Scott Luchterhand 910 Jay Street Manitowoc, WI 54220	

The above municipality requests permission to close the marked route as described, during which time the municipality will provide temporary route as designated.

The municipality agrees to accept the following terms and conditions:

1. The municipality shall provide a detour having structural, geometric and traffic control characteristics, which are acceptable to the Region. A detour map which provides street names shall be submitted.
2. The municipality shall furnish, erect and remove signs and markers at the sole expense of the municipality, unless provided for in (3), or unless directed by officers for short routes and short timeframe (less than 3 days).
3. A Detour and Traffic Control Plan shall be submitted to the Region for approval. An example is Standard Detail Drawing 16C2-4C.
4. The municipality shall agree to minimize, as much as practicable, the duration of closure, including providing for assembly and dispersal of parades in areas removed from the state highway route.
5. The municipality shall accept full responsibility for any damage to local roads and streets resulting from closure and detour.
6. The requester shall arrange for adequate traffic control from either WisDOT, traffic control contractor, or the appropriate county, and provide documentation of enforcement coordination.
7. The requester shall notify all media, emergency services and schools, five (5) days prior to the detour.
8. Additional conditions: Attachments: ☐ Yes ☒ No

SCOTT LUCHTERHAND
(Authorized Official Signature)

ASSISTANT CHIEF
(Title)

05-06-17
(Date)

Permission is granted to temporarily close the designated segment of state trunk highway and to provide a detour, subject to the stated conditions.

NE-17-36-2
(Permit Number)

John Falk
(Approved By)

1/9/17
(Date)

CCS # 89649