CITY OF MANITOW



www.manitowoc.org

June 13, 2017



Nick Stanislowski Crossroads Community Church 2629 N. 36th St. Sheboygan, WI 53083

Dear Mr. Stanislowski:

Your request to hold Fall Into the Zoo event at Lincoln Park Zoo on September 16, 2017, as well as use of a bounce house, tent live music, etc., was acted upon by the Special Events Committee at the meeting of June 12, 2017.

At said meeting the Committee approved your request. Please contact the Department of Public Works, 2655 So. 35th St., at 686-6550 to obtain a stake permit for the bounce house.

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 separate additional insured endorsement to my office to evidence your organization's liability insurance coverage as well as specific liability for the bounce house. To expedite, please fax to 920-686-6959 or e-mail to dneuser@manitowoc.org. A copy of the City's insurance requirements is enclosed.

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

Very truly yours,

City Clerk

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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





SPECIAL EVENT COMMITTEE APPROVAL FORM

ORGANIZER: Crossroads Community Church - Nick Stanislowski

MEETING DATE: 6/12/2017

EVENT NAME: Fall into the Zoo

NEW OR RECURRING: Recurring EVENT DATE: 9/16/2017 LOCATION/DESCRIPTION: Free family event held at Lincoln Park Zoo; scavenger hunt, fall crafts, bounce house, live music, face painting, etc.; tent **ESTIMATED EVENT HOLDER CHARGES: ESTIMATED CITY COSTS:** 0 LATE APPL. FEE (<60 days) **POLICE** 50 STAKE PERMIT **FIRE DELIVERY CHARGES** 0 **PARKS** (if delivery requested) **RECREATION** 50 TOTAL E.H. CHARGES **STREETS** TOTAL **GRAND TOTAL COMMITTEE CONCERNS: COMMITTEE DECISION:** DENY **APPROVE COUNCIL ACTION REQUIRED:** ITEMS TO INCLUDE IN LETTER:

City of Manitowoc SPECIAL EVENTS APPLICATION FORM

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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.

passas 	Name/Description of Event: FALL INTO THE ZOO
2.	Date of Event: 9/16/17 If multiple days, Start Date: End Date:
	Include dates and times needed for setup and take down / cleanup.
١.	Time Event will Begin Setup: 0800 AMPM Actual Start Time: 1000 AMPM Finish Time: 1000 AMPM
١.	Name and Complete Address of Organization/Individual Organizing the Event: CROSSROADS COMMUNITY CHURCH
	Name of organization responsible for event
	NICK STANISLOWSKI Telephone # PRIOR TO event (920 285 7139) Name (first, middle, and last) of event organizer
	BRYON OR DARLENE ZIMMERMAN Telephone # DURING event (920) 918 - 0832 Contact name DURING event (if different)
	2629 N. 36TH ST Street Address
	SHEBOYGAN, WI 53083 E-mail address mikravy@gmail.com 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.
	Fall into the Zoo, held at Lincoln Park Zoo, is a free family event hosted by Crossro
	Community Church-Manitowoc. The event, held just after the start of the new school
	year, offers Manitowoc families a fun way to spend quality time together through
	activities such as a scavenger hunt, fall crafts, bouncy house, live music, face painti
	and more.
	Will the event be held in a Manitowoc park or utilize any park facilities Yes Which park? Lincoln Park Zoo
	What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?
	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 &

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:

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.

	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? How many vehicles?					
	Do you require any special parking restrictions? O'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:					
	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 when they will be located.					
	What toilet facilities will be made available to your participants X 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 X 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 ve a detailed explanation under #5.	s. give
Do you require a waiver of the restriction to serve alcohol in a park?	
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 char	rged 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):

Barricades	# <u>Needed</u>	# of Days*		Cost/Day		<u>Total</u>
21	X		X	\$3.00	±	Flashers
3*	X	·	X	\$3.00	-	Flashers
ب 8۰	X	Chatter of the Control of the Contro	X	\$3.00 \$4.00	-	E EXIDINATION
9	X		X	\$2.00	1262	
Rail type-short	X		X	\$2.00	Con.	not the state of t
Channelizer Drums	^	**************************************	X.	\$3.00		man fri di Nova di Aran di mana mandi di Aran
Cones			.A.	\$3.00		Aniformed by Specimen (section)
18"	Х		Х	\$1.50	No.	
28"	X		X	\$1.50	2.5	And the second s
Safety vests	- X		л Х		=	N. C. Change
Snow fence	^	· · · · · · · · · · · · · · · · · · ·	Α	No charge		No Charge
Rolls	₹,		w	\$4.00	.777	
Posts	X		X X	No Charge		No Obsessor
		-			==	No Charge
Post driver/pounder			X X	No Charge \$2.00	362	No Charge
Traffic signs	X				1573	Description
	X		X	\$2.00	1520	Description
m of the instance	X		X	\$2.00	64B	Description
Traffic signs (Portable)	X		X	\$3.00	±	Description
	X		X	\$3.00	2000g 2000g	Description
mar at a second	X	-	X	\$3.00	A.F.	Description
Other (list items and amounts)					
	ov minoris ma miron	era a		***		
Banquet tables, 8'	<u>10-138U):</u>		me n X	avies, garvuge \$5.00	? <i>Cans</i> , =	, etc. already located at the park.
Park benches	7,	-	X	\$7.00	227	wavegevely control and produce on a control of the
Picnic tables	X	***************************************	X	\$7.00	***	
Risers, platform		***************************************	X	\$15.00		Description
Security stanchions	And the second of the second o		X	\$ 5.00	===	Description
Tent, 10'x10'	***************************************		X	\$30,00	777	12 villation Villamenta anno a
Tent, 10'x20'	X		X	\$35.00		Australian radional medial potential processing
Ticket booths, outdoor	X	A	л Х	\$15.00	****	Land description of the Control of t
Trash cans	- X		X	•		No principal description of the second of th
			A	No Charge	Name:	No Charge
Wenger portable bandwagon,			47	መካፈር ላላ		
Oder (Brete)	X.	***************************************	Х	\$240.00	e de la composition della comp	Ann angrant and annual and annual
Other (list items and amounts):					

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.

DELIVER	Y 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.

Э.	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 Other Yes No If electric, where will item be plugged in? by the big red barn 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 1f 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):
	Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?
	Yes No
	I have been been

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

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 // 1251/9707

Signature of Applicant:

Date: 5.3