



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

June 13, 2017



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

Dear Mr. Stanislawski:

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,

Deborah Neuser
City Clerk

dan

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



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SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/12/2017

EVENT NAME: Fall into the Zoo

ORGANIZER: Crossroads Community Church - Nick Stanislawski

EVENT DATE: 9/16/2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Free family event held at Lincoln Park Zoo; scavenger hunt, fall crafts, bounce house, live music, face painting, etc.; tent

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	0
TOTAL	0

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	50
DELIVERY CHARGES	
(if delivery requested)	
TOTAL E.H. CHARGES	50
GRAND TOTAL	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Todd Dae
Liz Maj
Scott Stanislawski
[Signature]

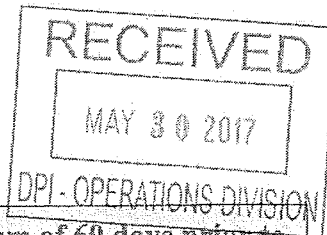
COUNCIL ACTION REQUIRED:

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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: 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.

3. Time Event will Begin Setup: 11:30 AM AM/PM Actual Start Time: 10:00 AM/PM Finish Time: 4:00 AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:

CROSSROADS COMMUNITY CHURCH

Name of organization responsible for event

NICK STANISLOWSKI

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

Telephone # PRIOR TO event (920 285 7139)

BRYON OR DARLENE ZIMMERMAN

Contact name DURING event (if different)

Telephone # DURING event (920 918-0832)

2629 N. 36TH ST

Street Address

SHEBOYGAN, WI 53083

City, State, Zip

E-mail address mikravy@gmail.com
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 Crossroads 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 painting and more.

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

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 & 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: _____

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? 8 How many vehicles? 8

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: 1pm - 4pm

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							
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		X No charge	=	No Charge	
Snow fence							
Rolls		X		X \$4.00	=		
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		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		X No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'**		X		X \$240.00	=		
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.

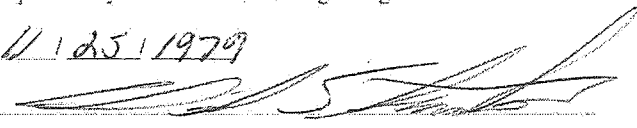
**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

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 11/25/1979

Signature of Applicant: 

Date: 5.30.17