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CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

June 13, 2017

Mr. Eric Schram
Heavy Pedal Velo Club
826 N. 8th St.
Manitowoc, WI 54220

RE: Silver Creek Bike Race – September 30, 2017

Dear Mr. Schram:

The above request was acted upon by the Special Events Committee at the meeting of June 12, 2017 at which time Committee granted your request.

To obtain information on obtaining a permit for the sale of food items, please contact the Manitowoc County Health Department at 920-683-4155.

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. Special Events Insurance Requirements are also enclosed.

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.

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

Very truly yours,

Deborah Neuser

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

12

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/12/2017
EVENT NAME: Silver Creek Bike Race
ORGANIZER: Heavy Pedal Velo Club - Eric Schram
EVENT DATE: 9/30/2017 **NEW OR RECURRING:** Recurring

LOCATION/DESCRIPTION: Flyover bike race at Silver Creek Park; use of fieldhouse & traffic control items

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	182
RECREATION	
STREETS	510
TOTAL	**692**

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	0
DELIVERY CHARGES *(if delivery requested)*	0
TOTAL E.H. CHARGES	**0**
GRAND TOTAL	692

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Copy to: Clerk

RECEIVED
MAY 23 2017
DPI - OPERATIONS DIVISION

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 CREEK BIKE RACE

2. **Date of Event:** 9/30/17 **If multiple days, Start Date:** ___/___/___ **End Date:** ___/___/___
Include dates and times needed for setup and take down / cleanup.

3. **Time Event will Begin Setup:** 6:00 AM/PM **Actual Start Time:** 9:00 AM/PM **Finish Time:** 6:00 AM/PM

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

HEAVY PEDAL VELO CLUB
Name of organization responsible for event

ERIC M SCHRAM
Name (first, middle, and last) of event organizer

Telephone # **PRIOR TO** event (920) 360 - 7427

Contact name DURING event (if different)

Telephone # **DURING** event (____) same

826 8TH ST
Street Address

MANITOWOC
City, State, Zip

E-mail address SCHRAM844@HOTMAIL.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.

SEE ATTACHED MAP.

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

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

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? 300

How many vendors will be at your event? 3 How many vehicles? 100

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: 9:00 AM---5:00 PM---RACE ANNOUNCER

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: _____

THE EXISTING RESTROOM OF THE FIELD HOUSE WILL BE USED

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:
Our organization will pick up/return items as in the past.

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'	3	X	2	X	$4.00	=	24	
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" Delineators	40	X	2	X	$1.50	=	120	
Safety vests		X		X	No charge	=	No Charge	
Snow fence								
Rolls	5	X	2	X	$4.00	=	8	
Posts	20	X	2	X	No Charge	=	No Charge	
Post driver/pounder	1	X	2	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)
If we could get delineators instead of 28" cones, that would be great. I'd like the same amount as cones.

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 152

**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:_____

Eric Schram — Name of Security Coordinator
(620) 360 - 7427 — Phone # before event
( ) same - _____ — 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 profits generated from our event will be donated to local Manitowoc non-profit charities.

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 Entry fee will be collected from race participants.

What are your estimated revenues and what will the revenues be used for? $2,000-3,000 to give back to local non-profit organizations, such as Haven House, Domestic Violence Center, and Humane Society,

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.

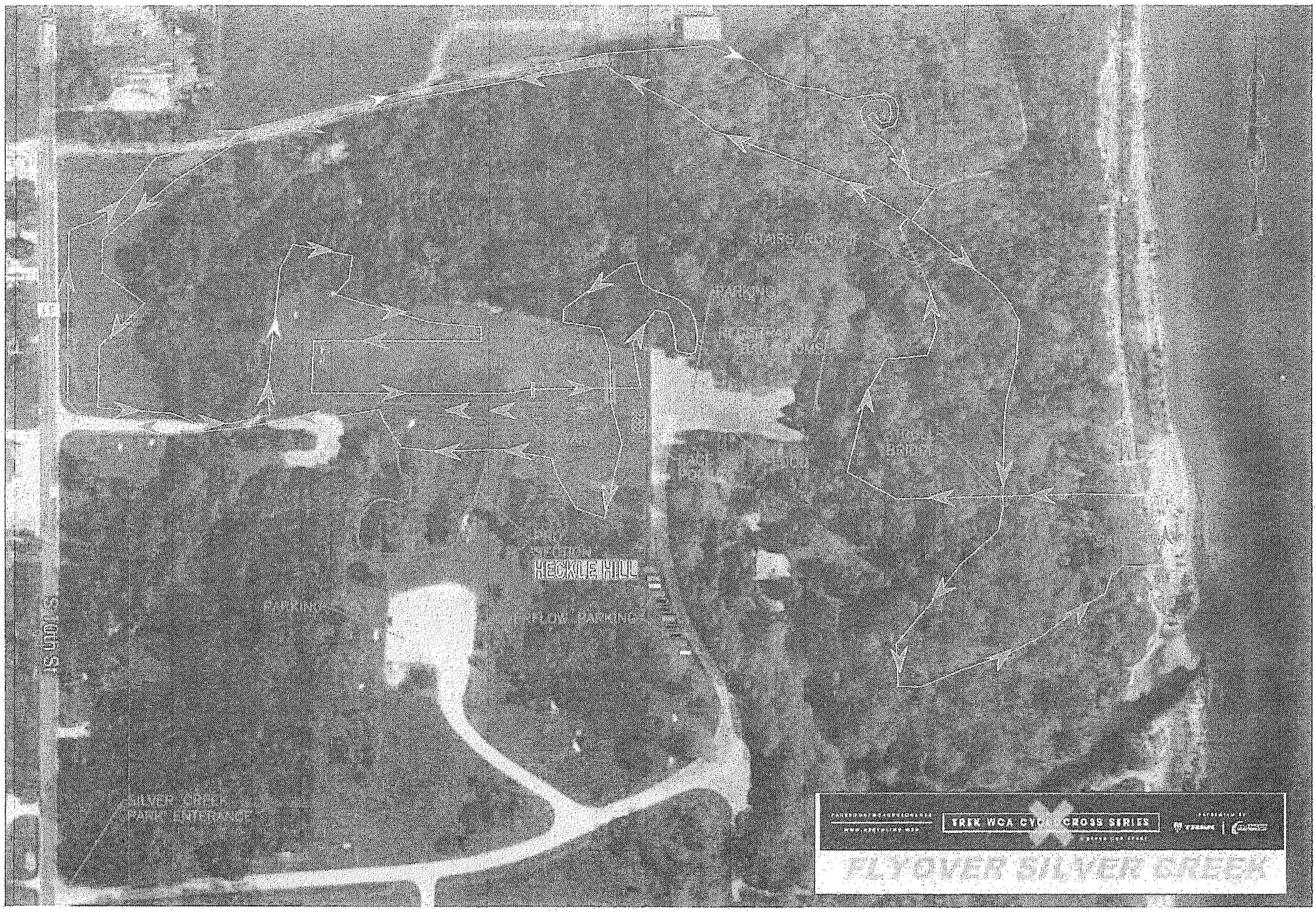
12. **Legal Notice**

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 9 / 1 / 73

Signature of Applicant: Eric M Schram Date: 5/23/17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