

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/10/2017

EVENT NAME: Showtime '17

ORGANIZER: Tom Drill & Cathy DeLain

EVENT DATE: Aug. 9-10, 2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: A variety show with local talent performing in the parking lot next to City Hall; food & beverage sales; use of barricades, signs, bandwagon, tables, benches, garbage cans, & security stanchions

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	1900
RECREATION	
STREETS	40
TOTAL	1940

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	100
STAKE PERMIT	
DELIVERY CHARGES	350
(if delivery requested)	
TOTAL E.H. CHARGES	450
GRAND TOTAL	2390

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

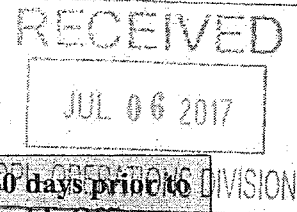
DENY

COUNCIL ACTION REQUIRED:

Approve application for temporary beer license due to church across the street from City Hall

ITEMS TO INCLUDE IN LETTER:

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: "SHOWTIME '17"
2. Date of Event: August 9 and 10 If multiple days, Start Date: Wed Aug 9 End Date: Thurs Aug 10
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 8 AM/PM Actual Start Time: 5:30 AM/PM Finish Time: 10 AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:

"SHOWTIME '17"

Name of organization responsible for event

P.O. Box 1872 Manitowoc WI 54221-1872

Telephone # PRIOR TO event (860-7246)

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

Tom Drill

Telephone # DURING event (629-0686)

Contact name DURING event (if different)

Cathy DeLain

Street Address

P.O. Box 1872

E-mail address
of event organizer

City, State, Zip

Manitowoc WI 54221-1872

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.

Manitowoc's City Hall harbor

Since our "debut" in August of 2007

we've been abundantly blessed with superb cooperation from everybody at City Hall's terrific support and guidance from the DPW, the Manitowoc City Police and Firefighters, and BEAUTIFUL WEATHER!

Will the event be held in a Manitowoc park or utilize any park facilities? ☐ Yes Which park? ☒ 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 designer: _____

Date: _____

7. **Tell Us About Your Event:**

What is the estimated attendance at your event, including observers? 700

How many vendors will be at your event? three

How many vehicles? three

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: 5 pm until closing each day at 10

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

If yes, please describe: Each year we're allowed to use the

wooden "outlet board" near the water's edge

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: _____

City Hall restrooms - a hugely valuable amenity

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	2	\$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'	30	X	X	\$5.00	=	
Park benches	45	X	X	\$7.00	=	
Picnic tables	30	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	15	X	X	No Charge	=	No Charge
Wenger portable bandwagon, 35x8'	yes	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.

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: _____

The police and firefighters have always made their services available - Tom Bell
 Name of Security Coordinator _____ Phone # before event *860-7246* Phone # the day of the event *629-0686*

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 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.**

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

If yes, explain and list specific charges _____

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

mail expenses - will be contributed to give Lakeshore causes
all income after mini

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.

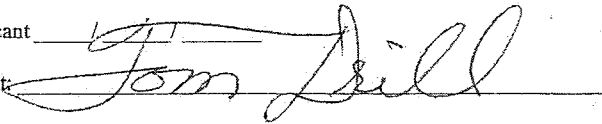
12. Legal Notice

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.

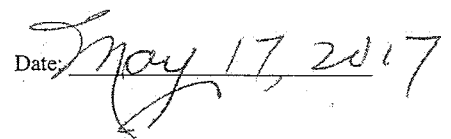
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the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

Signature of Applicant:



Date:



Sandy Ronski

From: Deborah Neuser
Sent: Thursday, July 06, 2017 2:36 PM
To: Sandy Ronski
Subject: FW: Showtime

FYI

From: Cathy DeLain [<mailto:CathyDeLain@co.manitowoc.wi.us>]
Sent: Thursday, July 06, 2017 2:07 PM
To: Deborah Neuser
Subject: RE: Showtime

Hi Debora,

Amy Fricke-Weigel will be taking out the liquor license on behalf of the Friends of the Manitowoc Fire Dept. As soon as she finds the second signer, she will be there. I will drop off the check tomorrow.

Tom Drill is in his little red hut raising money for the Salvation Army. He thought he had the paperwork in his van and promised to let me know by 3:00 today. Someone will get it to the Parks Dept.

Thanks for keeping track for us!

Cathy DeLain
GIS Coordinator
Information Systems Dept.
Manitowoc County
1024 South 9th Street
Manitowoc, WI 54220
(920)683-2781
cathydelain@co.manitowoc.wi.us

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From: Deborah Neuser [<mailto:dneuser@manitowoc.org>]
Sent: Thursday, July 06, 2017 9:06 AM
To: Cathy DeLain <CathyDeLain@co.manitowoc.wi.us>
Subject: Showtime

Please forward to whoever is responsible.

It is my understanding that Tom Drill picked up the special events request paperwork but has not yet returned it to the Parks Department. This should be filed soon.

Also whatever club is taking out the beer license will need to do so as soon as possible. Please remember that due to the church moving in across the street from City Hall parking lot, the application for temporary beer will need to go to a Council meeting. Council meetings are held on the third Monday of each month.

"SHOWTIME"
P.O. Box 1872
Manitowoc
54221-1872

May 12, 2017

Mayor Justin Nichols
and

Members of the Manitowoc Common Council
City Hall

900 Quay Street

Manitowoc 54220

Dear Mayor Nichols and Council Members:

Will you be willing to allow your
beautiful venue to become "SHOWTIME"'s
temporary home August 9 and 10?

Your cooperation each year —
now it'll be (VERY) lucky "Thirteen"
has been what I honestly call
the sole reason for "SHOWTIME"'s con-

tinued success. Without the level of
help we've been given - first by
your stamp of approval and then
by the superb support everyone
at City Hall, the entire DPW
staff, the City Police and our
Manitowoc firefighters have
so kindly provided so willingly,
our event would've been a very
temporary "blip" on the map of
"Big Events". But - and because
of you - we've thrived, entertained,
and raised some fairly big bucks
for the causes we've supported.
"THANK YOU!"

Tom

Tom Drill