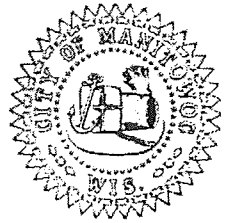




CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



May 11, 2018

Sue Marquardt
Franklin Elementary School – Outreach Committee
800 South 35th Street
Manitowoc, WI 54220

RE: *Schuette Park Game Day & Franklin School Outreach – May 19, 2018*

Dear Ms. Marquardt:

The above request was acted upon by the Special Event Committee at the meeting on May 7, 2018, at which time the committee granted your request.

Your certificate of insurance is on file.

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

Very truly yours,



Deborah Neuser
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
Karen Dorow, Business Manager

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/7/2018

EVENT NAME: Schuette Park Game Day & Franklin School Outreach

ORGANIZER: Franklin Elementary School - Sue Marquardt

EVENT DATE: 5/19/2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Outreach event where staff will talk with parents. Kids will play organized games on the grass & playground. A meal will be served. Use of the open air shelter.

ESTIMATED CITY COSTS:

| | |
|-------------------|----|
| POLICE | 0 |
| FIRE | 0 |
| PARKS | 47 |
| RECREATION | |
| STREETS | 0 |
| TOTAL DEPT. COSTS | 47 |

ESTIMATED EVENT HOLDER CHARGES:

| | |
|---------------------------|-----|
| LATE APPL. FEE (<60 days) | 100 |
| DELIVERY CHARGES | |
| (if delivery requested) | |
| WAIVED -ROOM TAX | 147 |
| NON-WAIV. STAKE PERMIT | |

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

RECEIVED

MAY 4 2018

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

DEVELOPMENT DIVISION

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: Schuette Park Game Day - Franklin School Outreach
2. Date of Event: 05/19/18 If multiple days, Start Date: / / End Date: / /
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 11:00 AM/PM Actual Start Time: 11:30 AM/PM Finish Time: 1:30 AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Franklin Elementary School - Outreach Committee
Name of organization responsible for event
Sue Marguardt Telephone # PRIOR TO event (920) 905 3891
Name (first, middle, and last) of event organizer
(same) Telephone # DURING event () (same)
Contact name DURING event (if different)
800 535th St
Street Address
Manitowoc, WI 54220 E-mail address marguardts@mpsd.k12.wi.us
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.

Schuette Park. Franklin staff will be talking with parents on grass area while other staff will be playing organized games with children on grass area. Students will also use the playground equipment.

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

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

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? we hope for 100

How many vendors will be at your event? 0 How many vehicles? ?

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: _____

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 NO

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: Whatever

is already at the park.

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.

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.

- N/A 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: _____

Nate Brunnbauer

Name of Security Coordinator

(920) 323 - 4362

Phone # before event

(920) 323 - 4362

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): The park rental fee. We required no special things and are not collecting any fees. We will leave it as neat as we find it.

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? _____

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.

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:

N/A

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' | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$3.00 | = | Flashers |
| 3' | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$3.00 | = | Flashers |
| 8' | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$4.00 | = | |
| Rail type-long | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$2.00 | = | |
| Rail type-short | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$2.00 | = | |
| Channelizer Drums | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$3.00 | = | |
| Cones | | | | | |
| 18" | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$1.50 | = | |
| 28" | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$1.50 | = | |
| Safety vests | <input type="checkbox"/> | <input checked="" type="checkbox"/> | No charge | = | No Charge |
| Snow fence | | | | | |
| Rolls | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$4.00 | = | |
| Posts | <input type="checkbox"/> | <input checked="" type="checkbox"/> | No Charge | = | No Charge |
| Post driver/pounder | <input type="checkbox"/> | <input checked="" type="checkbox"/> | No Charge | = | No Charge |
| Traffic signs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$2.00 | = | Description |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$2.00 | = | Description |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$2.00 | = | Description |
| Traffic signs (Portable) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$3.00 | = | Description |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$3.00 | = | Description |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$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' | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$5.00 | = | |
| Park benches | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$7.00 | = | |
| Picnic tables | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$7.00 | = | |
| Risers, platform | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$15.00 | = | Description |
| Security stanchions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$ 5.00 | = | |
| Tent, 10'x10' | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$30.00 | = | |
| Tent, 10'x20' | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$35.00 | = | |
| Ticket booths, outdoor | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$15.00 | = | |
| Trash cans | <input type="checkbox"/> | <input checked="" type="checkbox"/> | No Charge | = | No Charge |
| Wenger portable bandwagon, 35x8' | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$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.

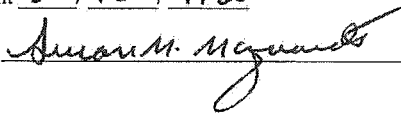
**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

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 08/18/1960

Signature of Applicant: 

Date: 5/4/18



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/30/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, Inc.
Appleton Center, Suite 416
100 W. Lawrence Street
Appleton WI 54911

CONTACT NAME: Renee Senso
PHONE (A/C, No, Ext): 920-380-2225 FAX (A/C, No): 920-734-3637
E-MAIL ADDRESS: Renee_Senso@ajg.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Liberty Insurance Corporation

42404

INSURER B: Liberty Mutual Fire Insurance Company

23035

INSURER C: Ohio Casualty Insurance Company

24074

INSURER D: Church Mutual Insurance Company

18767

INSURER E:

INSURER F:

INSURED
Manitowoc Public School
2902 Lindbergh Drive
PO Box 1657
Manitowoc WI 54221

COVERAGES

CERTIFICATE NUMBER: 1019902848

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR VVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|-----------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: | Y | | TB7291515472107 | 7/1/2017 | 7/1/2018 | EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$ |
| B | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | AS2291515472097 | 7/1/2017 | 7/1/2018 | COMBINED SINGLE LIMIT (Ea accident) \$3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| C | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$0 | | | ESO1856160978 | 7/1/2017 | 7/1/2018 | EACH OCCURRENCE \$9,000,000 AGGREGATE \$9,000,000 \$ |
| D | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | 030119807018584 | 7/1/2017 | 7/1/2018 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000 |
| | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: MPSD Junior H.S. Cross Country Invite
City of Manitowoc and its officers, Council members, agents, employees, and authorized volunteers are named as Additional Insured as required by written contract under the General Liability(Form LC 2022 10 13) policy. 30 Days notice of Cancellation applies to the General Liability policy.

CERTIFICATE HOLDER

CANCELLATION

City of Manitowoc
900 Quay Street
Manitowoc WI 54220
USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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