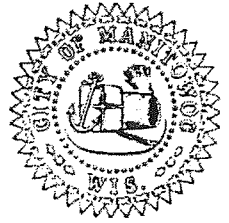




CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



May 17, 2018

Amber Daus
Grow it Forward
108 Riverview Dr.
Manitowoc, WI 54220

RE: *Night Market 920 – Briess Parking Lot – June 13, 2018*

Dear Ms. Daus:

The above request was acted upon by the Special Events Committee at the meeting of May 14, 2018, at which time the committee granted your request.

Please note that this approval is for June 13, 2018 only. Events after June 13, 2018 must go through the Finance Committee, and your insurance must include liquor liability coverage. Please refer to the enclosed outlined conditions for a Special Event permit.

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: 5/14/2018

EVENT NAME: Night Market 920

ORGANIZER: Grow It Forward - Amber Daus

EVENT DATE: Jun. 13, 2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Night market on Briess lot with food & other vendors (beer sales) and music coordinated by Brennan Seehafer Productions; use of power panel & rail barricades

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	12
TOTAL DEPT. COSTS	12

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	50
(if delivery requested)	
WAIVED - ROOM TAX	62
WAIVED - GENERAL FUND	
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Pat B... 5-13-18

[Signature]

[Signature]

[Signature]

[Signature]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

For June 13th only. Events after June 13th must come from Finance Committee. Must have liquor liability insurance.

Mackenzie Reed-Kadow

From: Nicolas Sparacio
Sent: Friday, May 11, 2018 8:00 AM
To: SpecialEvents
Cc: 'Grow It Forward'
Subject: Night Market Info
Attachments: Emergency Plan - Night Market 2018.pdf; Site Layout.pdf

Greetings Special Events Committee,

First, I should note that Grow It Forward did indeed provide all this information prior to close of business on Thursday, but I was out at a conference all day. So I am now forwarding this info for consideration at Monday's meeting. I believe the 2 attached files are some key pieces of information that the group was looking for. In addition, the following bullet points were provided as some explanation of the event plan:

- Rental stage coming from Appleton for each individual day. It will not be stored on site in between.
- Brennan Seehafer is subcontractor for the production of the event so it runs similar to the Vic Ferrari event.
- Bar set-up details
 - Each of the sponsor groups are supplying 10-15 volunteer bar tenders that will be in Night Market 920 t-shirts. Amber Daug's is the registered licensed agent and will be on site; however, they will have an additional licensed bar tender on site.
 - Will be purchasing beer from either Triangle or Larry's.
 - The Class B license has been obtained.
- Estimated crowd to be similar to the size of normal Saturday Farmers Market during the peak of our season. 500-1000 people.
- Contracting with Maynards for toilets.
- Insurance is through Hub International, which is on file with the city.
- For this event, and also the Farmers Market as a whole, Amber is working with Gregg K to develop and keep on file a Farmers Market public safety plan.
- All food vendors are required to follow the same rules and regulations as required through our normal Farmers Market--licensed, insured, fire extinguishers, etc.

Also, Brennan Seehafer and Amber Daug's are planning to attend on Monday so they can help explain the plans and answer any additional questions. I have communicated to Amber that the direction out of the last meeting was that the June 13 event can be approved through Special Events, but that the rest of the schedule, due to the size and complexity, would go to Finance Committee for review. Thanks,

Nic

Nicolas Sparacio, AICP | Community Development Director | City of Manitowoc, 900 Quay Street, Manitowoc, WI 54220-4543
(920)686-6931 nsparacio@manitowoc.org www.manitowoc.org

MANITOWOC RIVER

Stage: 16 x 24 ft

2 toilets & hand sink

Handwritten: Vendor's

Handwritten: Toilets & Sink

Handwritten: vendors

Handwritten: vendors

No Onstreet Parking in Lot

Bar 20 x 40 ft

Entrance from park left open

All driveways & aisles accessible in the event of an emergency

Quay Street

Off street parking for patrons

cones

cones

Handicap Parking

Handicap Parking



NIGHT MARKET 920
EMERGENCY PLAN 2018
PREPARED BY: BRENNAN SEEHAFFER PRODUCTIONS

Staff Contact Information

Market Manager:	Amber Daugs	(920)-645-9467
Site Logistics & Consultant:	Brennan Seehafer	(920)-242-3450
Crowd Management Director:	Derek Stevenson	(920)-973-7332

Decision Making Team

All decision making in regards to major emergencies or inclement weather (including delaying the show or evacuating the event site) will be made by Brennan Seehafer, Site Logistics, Amber Daugs, Market Manager and the Crowd Management Director, with advice and guidance from the Sheriff's Office Supervisor.

Chain of Command

Brennan Seehafer Productions will make final decisions. Once a decision has been made and a plan of action agreed upon, information will be disseminated in this manner:

Market Manager will inform:

- a. Food & Beverage Vendors

Site Logistics will inform:

- a. Tour Production Crew & Talent
- b. Production Vendors (Sound, Lighting & Stage)
- c. Crowd Management Director, who will notify private security.

Accident Mitigation / Attendee Safety

The safety of both Tour Personal and the public is an important consideration for the Night Market. We ask everyone's cooperation in mitigating any hazards before and during the event. Some of the hazards to avoid include: loose power leads, trip hazards, inadequate refuse disposal, inappropriate positioning of equipment (especially hot equipment), badly stacked supplies, and unguarded equipment.

Security and the Site Crew will be observing and reporting any and all safety hazards. Inspections will take place prior to the grounds opening and continually during the event. All hazards noted that can be mitigated immediately (trip hazards, unguarded equipment, etc) should be corrected and reported to the Site Manager. Other hazards noted should be immediately reported to the Site Manager for further instructions. Attendees may be directed around the hazard until such time as it is deemed safe.

Law Enforcement, Fire or EMT Related Emergency

(Any emergency that can not be handled by Event Staff or is life threatening)

Contact law enforcement, and EMT staff if medical attention is needed.

Tell them who you need (law enforcement, fire, EMT)

Tell them what the problem is

Tell them exactly where you are (be specific)

Stay near the problem area until help arrives. Do not try to solve the problem yourself!

Have another staff member phone the Site Manager to inform them of the situation in detail

Keep the Site Manager abreast of any changes in the situation

Once the situation is under control, inform Site Manager.

Complete an accident report and turn it in to Assistant Site Manager.

Do not attempt to administer CPR, the Heimlich maneuver, or other drastic treatments unless you are properly trained in these procedures.

When trained personnel arrive, allow them to take over treatment immediately, and stand by in case they ask for your assistance.

Do not discuss the situation with anyone other than site management, including the victim.

Accident Mitigation / Attendee Safety

1. ID checkers at bar.
2. Once the ID has been checked, a wristband will be placed on the patron's wrist. People without wristbands will not be allowed to purchase alcohol.
3. If a person is intoxicated before entering the premises, or approach a vendor and are clearly intoxicated, they will be denied sales.
4. Current and in-date IDs will be used as examples to aide in monitoring fake ID's.

Pre Event Briefing

Prior to gates a meeting will be held event staff and private security.

Suspicious Packages

Private Security will be the main Concert gate to watch for suspicious packages. Any packages that appear to be suspicious will be reported to the Local Law Enforcement.

Inclement Weather

Level 1- Rain and/or winds of less than 20 MPH

Level 2- Electrical storm, winds 20-30 MPH. NWS Thunderstorm Warning

Level 3- Winds higher than 30 MPH and/or Tornado Warning

Storm Watch – Brennan Seehafer, Site Logistics will track weather on an hourly basis, more frequently if severe weather has been forecasted.

If you see a storm approaching, contact the Site Logistics Manager to inform them of the situation and to obtain a weather report.

Stage – Once the Site Manager is made aware of inclement weather, inform the Production Manager. The decision to stop a performance will be a group decision. See Decision Process and Chain of Command noted above. The site manager has the authority to end a performance any time he/she anticipates an immediate threat to the safety of the performers or audience.

Level 1 Stage Announcement*: “Ladies and Gentlemen, due to the rain (and wind), we are going to delay our show to let the weather pass. We will resume our show once the weather clears. Thank you.”

Level 2 (not evacuating) Storm Stage Announcement*: “Ladies and Gentleman, we have received word that there is a thunderstorm heading our way. At this time we are going to delay our shows to let the weather pass. We would like to suggest that you return to your vehicles or a local indoor establishment until the storm passes. We will resume our show once the weather passes. Thank you.”

Level 3 Evacuation Stage Announcement*: “Ladies and Gentlemen, we have received word that there is severe weather heading on our way. Please move to your vehicles in a calm and orderly fashion. We will resume our show once the weather clears. Again please move to your vehicles or a local indoor establishment at this time.”

***The decision to make any of the above announcements will be made by the Team and Chain of Command outlined above. No one should make any P.A. announcements regarding weather or emergency situations unless instructed to do so by the Site Manager.**

Concessions or Sponsor Booths – Market Manager will inform all concessionaires and sponsors with booths of the situation in a calm and detailed manner. Make sure they are completely aware of the severity of the situation without causing panic. Stick to the details.

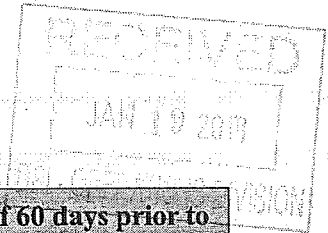
Evacuation Procedures

While total evacuation of the properties is unlikely and may not be the safest alternative in the event of weather or other emergency situations, the following basic procedures should be followed in the event that one becomes necessary. Evacuations from certain areas of the property or instructions to seek shelter will be deemed necessary based on the current threat level.

- All event evacuations will occur on notifications by the Decision Making Team in consultation with local law enforcement and emergency management officials.
- Instructions will be clearly given via the main stage PA system so it can be clearly heard throughout the venue. Attendees should be advised to orderly exit the premises or travel to a designated area. Security and Law enforcement will assist attendees with the procedures.

In any event of an evacuation, or any weather condition that may cause high winds, a stage safety clear zone must be established. This zone will be the distance from the stage equal to the stage height plus 50%. This area should be marked with flags, cones, or other markings, and no one allowed to enter until the threat passes. All Clear The Decision to resume the concert and re-open gates (if evacuation has taken place) will be made by those listed above in the Decision Making Process based on information from Local Weather Authorities.

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: Night Market 920

2. Date of Event: June 13 / June 27 / July 11 / July 25 / Aug 8 If multiple days, Start Date: June 13 / June 27 / July 11 / July 25 / Aug 8 End Date: June 13 / June 27 / July 11 / July 25 / Aug 8
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 2 AM/PM Actual Start Time: 5 AM/PM Finish Time: 9 AM/PM
(Cleanup 10pm)

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

Grow It Forward

Name of organization responsible for event

Amber Daugs

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

Telephone # PRIOR TO event (920) 645-9467

Telephone # DURING event () -

Contact name DURING event (if different)

108 Riverview Dr.

Street Address

Manitowoc, WI

City, State, Zip

E-mail address growitforward.wi@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.

720 Quay Street (Farmers Market / Briess Parking lot)

Night market with food^{other} vendors, music, beer sales to help
fundraise for Grow It Forward / Farmers Market. Music coordinated
by Brennan Seehafer Productions. Sponsors lined up.

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

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

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 along riverfront & within park walkway

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? 500/day

How many vendors will be at your event? 20

How many vehicles? 25 vendors/staff/volunteers
guests - unknown

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: 5:30 - 9:30 pm

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

If yes, please describe: Possible power assistance - I would like to discuss this further with Mark.

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: Portable toilets

4-6 toilets & handwashing stations - working with Maynards

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.

I will be coming down for the license - my insurance is on file w/ city

Garbage possibly - or if desired we will contract with Pozorski if you wish

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:

Not sure if alcohol is permitted in Burger Boat Park

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):

	<u># Needed</u>	<u># of Days*</u>	<u>Cost/Day</u>	<u>Total</u>	
Barricades					
2'		X	X \$3.00	=	Flashers
3'		X	X \$3.00	=	Flashers
8'		X	X \$4.00	=	
Rail type-long	4	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)					

→ would like to keep stored in farmers market shed

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	\$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: _____

Amber J. Dauz (920) 645-9467 (920) 645-9467
 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 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): If you decide to
Waive them, thats cool.

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 Beer & vendors

What are your estimated revenues and what will the revenues be used for? \$10,500 to offset
Farmers Market Budget deficit.

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 11 / 16 / 1979

Signature of Applicant: Amber J. Deane

Date: 1/19/18