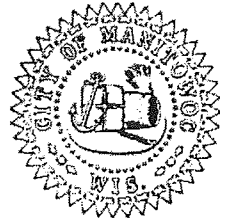




# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)



September 4, 2018

Fire & Iron 141  
Tim Alberts  
2880 Valentino Rd.  
Abrams, WI 54101

RE: Ride to Remember – September 8, 2018

Dear Mr. Alberts:

Your special events request for your Ride to Remember on September 8, 2018, and for police assistance with traffic direction was acted upon by the Special Events Committee at their meeting of August 29, 2018.

At said meeting the Committee unanimously recommended approval of your request.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

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

Very truly yours,

Deborah Neuser  
City Clerk

DN:mrk

Enclosure

cc: Chief of Police Nick Reimer  
Fire Chief Todd Blaser  
Chad Scheinoha, Operations Division Mgr.  
Billy Hutterer, Streets Team Leader  
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](mailto:dneuser@manitowoc.org)**

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/29/2018

EVENT NAME: Ride to Remember

ORGANIZER: Fire & Iron 141 - Tim Alberts

EVENT DATE: 9/8/2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Motorcycle ride through Manitowoc County to support the PFFW's Alliance for Fire Safety's "Burn Camp" & other charities; PD to assist with traffic direction

## ESTIMATED CITY COSTS:

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

## ESTIMATED EVENT HOLDER CHARGES:

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

COMMITTEE CONCERNS:

COMMITTEE DECISION:

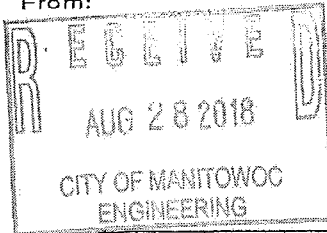
APPROVE

DENY



COUNCIL ACTION REQUIRED:

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: Ride to Remember 12th Annual
2. Date of Event: 9/8/18 If multiple days, Start Date: 1/1 End Date: 9/8/18  
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 0900 AM/PM Actual Start Time: 1130 AM/PM Finish Time: 2000 AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:

Fire & Iron 141  
Name of organization responsible for event

Tim D. Alberts  
Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event (920) 241-2688

Tim D. Alberts  
Contact name DURING event (if different)

Telephone # DURING event (920) 241-2688

2880 Valentine Rd.  
Street Address

Abilene WI 54101  
City, State, Zip

E-mail address TAlberts@GBP Coated. 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](http://www.manitowoc.org).

We are traveling into Manitowoc heading to  
Mishicot and would like assistance from local police  
to allow non stop running from Highway 10 to Rapid Rd  
"R" to get us to roundabouts on 310. We have  
310 covered to get us to County B

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 designee: \_\_\_\_\_

Date: \_\_\_\_\_

## 7. Tell Us About Your Event:

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

How many vendors will be at your event? N/A 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 ☒ NoWill 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

*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 ☐ OutdoorPlease describe the toilet facilities that will be provided, including their locations and the number of units: N/A

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.

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: please

See Attachment

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 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): We are looking

for traffic control on our bike run on Rapid  
Pd 10, heading to 310 police control of these lanes  
to get us up to the round abouts for a 5 mins of control to  
allow bikes w/ no stops  
 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

Registration prior to R.D.R

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

Children Burn Camps  
local charities

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 8-28-18 TPA 2-14-67

Signature of Applicant: R. D. Abt Date: 8-28-18

Fire : Iron 141 Ride to Remember 12<sup>th</sup> Annual  
Sept 8<sup>th</sup>

2016 Ride to Remember Route and Times				
Road traveling on	Cross road	Time arriving	Direction of travel	Agency Blocking
1st Leg to Valders FD				
Leave Kaukauna Fire Dept.				
Fire Station	Reaume St.	11:30	Southwest	Kaukauna FD
Reaume St.	3rd St.		Southeast	Kaukauna FD
3rd St.	Crooks Ave		Southeast	Kaukauna FD
Dodge St./County "Z"	County "D"	11:35	East	
County "Z"	HWY 32	11:40	East	
County "Z"	County "PP"	11:43	East	
County "Z"	County "W"	11:50	East	
County "Z"	County "G"	11:51	East	
County "Z"	River Rd.	11:52	South	None Needed
River Rd.	Wayside Rd.	11:54	South	
River Rd.	Man-Cal Rd.	11:55	East	None Needed
Man-Cal Rd.	Grimms Rd.	11:57	South	
Grimms Rd.	County "K"	11:58	East	
County "K"	County "NN"		East	
County "K"	County "J"		South	None Needed
County "J"	HWY 10		South	Valders FD
County "J"	HWY 151		South	Valders FD
Arrive at Valders F.D.				Valders FD
2nd Leg to Mishicot FD				
Leave Valders FD				
Fire Station	County "J"	1:30	North	Valders FD
County "J"	HWY 151	1:31	North	Valders FD
County "J"	County "JJ"	1:35	East	None Needed
County "JJ" / HWY 10	I-43		East	None Needed
HWY 10	County "R"		North	
County "R"	Menasha Ave.		North	
County "R"	HWY 310		East	
HWY 310	County "Q"		East	
HWY 310	County "B"		North	
County "B"	Shoto		North	
County "B"	HWY 147 / Mishicot		East	Mishicot FD
Arrive at Mishicot FD				
3rd Leg to JJ Maloney's				
Leave Mishicot FD				
Fire Station	HWY 147	3:00	North	Mishicot FD
HWY 147 / County "Z"	I-43		West	None Needed
County "Z"	County "T"	3:10	West	
County "Z"	County "NN"	3:16	West	
County "Z"	County "G"	3:20	West	
County "Z"	County "W"	3:22	North	
County "W"	HWY 96	3:25	West	
HWY 96	HWY 32/57	3:30	West	
HWY 96	Turner St.	3:40	West	
HWY 96	Main St	3:41	South	
HWY 96	Edgewood Dr./Cty "JJ"	3:42	West	None Needed
County "JJ"	County "J"	3:43	West	
County "JJ"	HWY 55		West	
County "JJ"	Rose Hill Rd		South	
Rose Hill Rd	County "OO"		South	
Rose Hill Rd	HWY 96		West	
Arrive at Hollander's Pub				

Mishicot  
Police  
Control  
these Area



[MORE ▾](#)[LISTEN LIVE ▶](#)

## Fire & Iron Stn 141 12th Annual Ride to Remember

**WHERE** Kaukauna Fire Department, West 2nd Street, Kaukauna, WI, USA [Map](#)

**WHEN** Sep 08/18 10:00 AM

# FIRE & IRON STATION 141 Fire Fighter's Motorcycle Club 12<sup>TH</sup> ANNUAL RIDE TO REMEMBER

All Makes & Models Encouraged

## SEPTEMBER 8, 2018

**New Start Location**

### EVENT DAY ACTIVITIES

- 9-10:45 AM Ride Registration at Kaukauna Fire Dept.
- 10:15 AM Pre-Ride Ceremony
- 11:00 AM Kick Stands up for Memorial Ride
- 4:00-8:00 PM Post ride celebration open to the public at Hollanders Pub & Grill at 1820 E. Main St., Little Chute.

**Kaukauna Fire Department  
220 W. 2nd St., Kaukauna**

**Cost of Ride**  
1 Rider - \$20  
2 Riders - \$30



**Riding through  
Manitowoc County**

Helping to support the  
PFFW's Alliance for Fire Safety's  
"Burn Camp" & other local charities.

**SPONSORED BY:**



**GRAYMONT**



**LIVE MUSIC Featuring:**

**"Bobby Darren"**  
at  
**HOLLANDERS PUB & GRILL**  
1820 E. Main St., Little Chute, WI



Search...



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Privacy - Terms



# FIRE



# IRON



Fire and Iron Station 141 NE Wisconsin, founded in 2005, is a group of Firefighters and other people associated with the fire service that love to ride motorcycles and experience life. The club prides itself in its effort to support various organizations. Each member of Fire and Iron is either active or retired full-time, paid-on-call, or volunteer member of the fire service community. In addition to firefighters we welcome dispatchers, inspectors, and mechanics who share a passion for not only protecting the lives of citizens of their community, but also for the open road. Fire and Iron is a 501©4, with members from Brown, Door, Kewaunee, Outagamie and parts of Oconto and Marinette Counties.



In addition to our investment in public safety, Fire and Iron Station 141 and its members devote time, talent and financial resources to human service institutions and campaigns in our community.

Donations and volunteer support of the Golden House, Wisconsin Alliance for Fire Safety and other organizations are routine from Fire and Iron Station 141 members throughout our Counties footprint.

**As one of the Nations Charter Stations, Station 141 and its members are committed to enhancing the human capital and civic infrastructure that makes life worth living.**