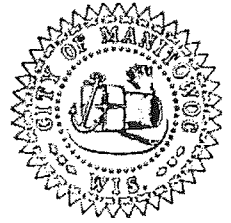




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



September 13, 2018

Mr. Richard Rosinsky
1716 Western Ave.
Manitowoc, WI 54220

RE: Manitowoc Co. Miracles Special Olympics Tournament, June 15 or 16 (rain date),
2019

Dear Mr. Rosinsky:

The above request was acted upon by the Special Event Committee at the meeting of September 12, 2018, at which time the Committee granted your request.

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

For 2018, as part of the Mayor's budget all fees for special events were waived. The 2019 budget has not been set. Non-waivable fees will be charged as set by policy.

Very truly yours,

A handwritten signature in black ink, appearing to read "Deborah Neuser", is written over a horizontal line.

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

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

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/12/2018

EVENT NAME: Miracles Special Olympics Tournament

ORGANIZER: Manitowoc County Miracles Special Olympics - Richard Rosinsky

EVENT DATE: June 15 or 16, 2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Tournament at Citizen Park for bocce ball, t-ball, & softball. Use of diamonds 2 & 3, City's concession stand, open air shelter, picnic tables, & trash cans, *Rain date 6/16/19*

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	489.38
RECREATION	260
STREETS	0
TOTAL DEPT. COSTS	749.38

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	250
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	999.38
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

TMB
Long
De

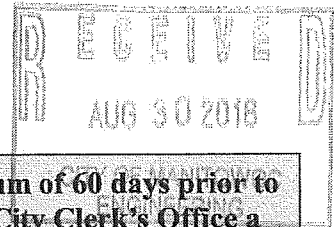
COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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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: MANITOWOC Co. MIRACLES SPECIAL OLYMPICS TOURN.

2. Date of Event: 6-15-19 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 AM/PM Actual Start Time: 9 AM/PM Finish Time: 5 AM/PM

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

MANITOWOC Co. MIRACLES Sp. OLY.
Name of organization responsible for event

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

Telephone # PRIOR TO event (920) 684-6909

GLENN GRAFF
Contact name DURING event (if different)

Telephone # DURING event (920) 742-0166

1716 WESTERN AVE.
Street Address

MANITOWOC WI. 54220
City, State, Zip

E-mail address GRAFFS @ 1501.net
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.

THE EVENT IS AT CP. THIS IS A SPECIAL OLYMPICS TOURNAMENT
IN THE SPORTS OF BOCCIEBALL, T-BALL, + SOFTBALL. DIAMONDS
2+3 WILL BE USED AS WILL THE KNAUGH, HEINZEN, NOVAK + HEIM
DIAMONDS OF THE MYBA, ALSO THE OPEN AIR SHELTER + THE
CONCESSION STAND WILL BE USED.

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

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

DIAMONDS 2+3, ALL MYBA DIAMONDS, OPEN AIR SHELTER + CONCESSION
STAND

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? 500 PEOPLE

How many vendors will be at your event? NONE How many vehicles? NONE

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 NONE REQUIRED
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:

CP RESTROOMS + MYBA RESTROOMS by the CONCESSION STAND + DIAMONDS

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	12	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	12	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:

IN CASE OF INJURIES WE WILL CONTACT 911, OTHERWISE NONE

NEEDED _____ () _____ - _____ () _____ - _____
 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):

REDUCE FEES FOR USE OF ALL DIAMONDS, OPEN AIR SHELTER, + CONCESSION STAND. WE ARE A NON PROFIT AGENCY

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.

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 / 25 / 50

Signature of Applicant: Richard Rosinsky

Date: 10-1-18

MANITOWOC PARK & RECREATION DEPARTMENT
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT

Groups/Organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for use of City owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Park and Recreation Committee and the group or organization will be notified within 15 days of submitted request.

A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.

ALL QUESTIONS MUST BE ANSWERED

1. Name of Club or Organization making request Manitowoc Co. Miracles Special Olympics
Address 13228 Pioneer Rd Newton Telephone 6933977
 2. Names of Club Officers:

Name	Address	Telephone
President <u>Kris Zoltke</u>	<u>13228 Pioneer Rd</u>	<u>6933977</u>
Secretary <u>Richard Rosinsky</u>	<u>1110 Hamilton</u>	<u>6846909</u>
Treasurer _____	_____	_____
 3. Facility requested: Halverson, Westfield, & Citizen Park
Equipment requested: None
 4. Specific Dates and Hours facility/equipment will be used: Date ON FIELD PANTS Hrs. Vary
 5. Please explain your request, as to what fees you desire waived or reduced and reasons.
Practice & Tourney fees waived & Our agency is non-profit
 6. Which do you consider your group to be?
A. Community Service _____ B. Non Profit X C. Private Business _____
D. Club or organization _____ E. Other, please explain _____
 7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes _____ No X
 8. If Yes, explain and list specific charges _____
 9. What will revenues be used for? _____
 10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes _____ No X
If yes, please provide the following information of individual to contact.
Name _____ Address _____ Telephone _____
- Signed Richard Rosinsky Date 10-1-18
Please attach any additional information which you feel will assist the Committee in evaluating your request.

When completed, this form is to be returned to The Manitowoc Recreation Department, 930 North 18th Street, Manitowoc, WI 54220.

Committee Action: Approved _____ Denied _____ Date _____
Explanation _____

MANITOWOC PARK & RECREATION DEPARTMENT EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds X

BB Diamonds _____

Soccer Field _____

Tennis Courts - How Many? _____

Pool _____

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans 12 extra

Picnic Tables 12 extra

Benches _____

Other _____

AREA REQUESTED

Citizens Park Diamonds 2:3

Number of People 500 DATE DESIRED ON back TIME REQUESTED 7AM - 5PM

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Special Olympics

Summer Sports Tournament

PERSON WHO WILL BE RESPONSIBLE Richard Rosinsky TELEPHONE 6846909

PERSON MAKING REQUEST Richard Rosinsky

TELEPHONE 6846909 ADDRESS 1110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Krus Zoltner

ADDRESS 13228 Pioneer Rd Newton Phone 6933977

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____

SIGNED Richard Rosinsky
(Person Responsible)

APPROVED _____

DATE 10-1-18

DENIED _____

Date _____

Director, Parks & Recreation

ATTENDANT(S) _____

START TIME: _____

Saturday June 15, 2019

Rain Date

Sunday June 16, 2019