

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/29/2021

EVENT NAME: George Spoetgen Tournament

ORGANIZER: Mtwc. Co. Miracles Special Olympics - Richard Rosinsky

E-MAIL ADDRESS: None

EVENT DATE: 6/18/22 (Rain date 6/25)

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Citizen Park for tournament in the sports of bocce ball, t-ball & softball including use of concession stand & open air shelter; use of picnic tables & trash cans; diamonds to be groomed; use of fields at various parks for practices

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

1) Please remind participants that dogs are not allowed in Citizen Park. 2) As part of the 2021 Mayor's budget, most fees for special events were waived. The 2022 budget has not been set. Non-waivable fees will be charged as set by policy.



City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name MANITOWOC CO. MIRACLES Sp. CL.
Name of Applicant RICHARD ROSINSKY
Street Address 1110 HAMILTON ST.
Mailing Address SAME
(If different)
City, State, Zip MANITOWOC WI. 54220
Primary Phone 920-3748814
Cell Phone 920-3748814
Email NONE

Wisconsin Tax Exempt ☒

ON SITE CONTACT INFORMATION

During Event

On-Site Contact RICHARD ROSINSKY
On-Site Cell Phone # 920 3748814
On-Site Security Contact Name RICHARD ROSINSKY
On-Site Security Contact Phone # 920 3748814

RECEIVED

SEP 28 2021

CITY OF MANITOWOC
ENGINEERING

EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Missing Map/Drawing



USE OF CP DIAMONDS 2+3, CONCESSION AREA,
+ OPEN AIR SHELTER

Event Name GEORGE SPOTGEN TOURNEY

Public Event YES ☒ NO ☐

Location

CITIZENS PARK D2+3

Estimated Total Attendance 400

Estimated Attendance 250

from outside City of Manitowoc

Event Website

Staging Area DIAMONDS 2+3

Event Date(s) 6-18-22 RAIN DATE 6-25-22

Event Start Time 7 AM AM ☒ PM ☐

Event End Time 4 PM AM ☐ PM ☒

Setup Date(s) 6-18-22 or 6-25-22

Setup Start Time 7 AM AM ☒ PM ☐

Teardown Date(s) 6-18-22 or 6-25-22

Teardown End Time 5 PM AM ☐ PM ☒

(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTSFacility Location CITIZENS PARK☐ Mariner's Trail FROM _____
TO _____☐ Athletic Field(s) Request DIAMONDS 2+3
OPEN AIR SHELTER + CONCESSION AREA☐ Special Power Requirements NO☐ Special Lighting (ex. ball diamonds) NO☐ ADA Accommodations ~~YES~~ NO**VENDORS & MONEY EXCHANGE** NONE OF THESE☐ Alcohol SalesRequest for Extension of Premises
Class B LicenseApply☐ Alcohol Served End Time _____☐ Beverage or Food Sales☐ Merchandise Sales☐ Vendor(s) How many _____☐ Collecting Money Donations☐ Charging Admissions On-Site☐ Credit Card Sales/Transactions

Expected Revenue _____

Revenue to be used for _____

ROUTE

Route map must be submitted with application

☐ Road Closure
Describe location(s)
+ time(s)NONE OF THESE Apply☐ Timed Route☐ Road Crossing
Describe where +
if assistance needed☐ Course Marking
Describe type☐ Sidewalk
Describe usage**EVENT STRUCTURES**

Site map must be submitted with application

☐ Staking Structures into Ground
(greater than 6")☐ Fencing☐ Bounce House # _____☐ Portable Restrooms # _____☐ Signs/Banners # _____☐ Carnival Rides # _____☐ Dumpster # _____☐ Stage # _____☐ Tent # _____ Size _____☐ Other # _____ Describe _____NONE OF THESE
Apply**EVENT FEATURES**☐ Animals # _____ Type _____☐ Fireworks - Time _____☐ Drone # _____☐ Lights/Spotlights # _____**SOUND**☐ Amplified Sound

Start Time _____ AM PM

End Time _____ AM PM

Type of Sound _____

NONE OF THESE Apply

EQUIPMENT REQUESTS*NONE NEEDED*

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at www.manitowoc.org.

DELIVERY DATE _____ TIME _____ AM ☐ PM ☐ LOCATION _____

PICKUP DATE _____ TIME _____ AM ☐ PM ☐ Place Items in original drop-off location after event.

**Indicate Quantities on Line*

GAMES

- ☐ Bean Bag Toss _____
☐ Ring Toss _____
☐ Sports Kit _____

*NONE NEEDED***STAGING / RISERS**

- ☐ RISERS - 4' x 8' Wooden Platforms
6" H _____ 12" H _____ 18" H _____
☐ Staging - 8'x12'
☐ Portable Bandwagon - 35'x8'

*NONE NEEDED***TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)**

- ☐ Banquet tables - 8'x40" _____
☐ Benches - 4' wooden _____
☐ Bleachers - 15'x5' portable _____
☐ Chairs - metal, folding _____
☐ Picnic Tables - 6' wooden _____
☐ Picnic Tables - 8' wooden, ADA accessible _____

*NONE NEEDED - WE WILL USE WHAT'S THERE***TENTS**

- ☐ Tent - 10'x 20' _____

*NONE NEEDED***TRAFFIC CONTROL ITEMS***NONE NEEDED*

- ☐ Barricades - 2' _____
☐ Barricades - 3' _____
☐ Barricades - 8' _____
☐ Barricades - 12' rail-type _____
☐ Channelizer drums - 3' reflective _____
☐ Cones - 18" _____
☐ Cones - 28" reflective _____
☐ Delineators - 42" reflective _____
☐ Parking posts with concrete base - 42"H (rope or tape not included) _____
☐ Traffic signs (sign only - typically placed on barricades)
☐ Road Closed _____
☐ Road Closed Ahead _____
☐ _____
☐ _____

MISCELLANEOUS ITEMS

- ☐ Disc golf basket - portable
☐ Grill - 2' x 3' portable, outdoor _____
☐ P.A. system - microphone, sound board, 2 speakers with stands
☐ Post pounder / driver _____
☐ Power pedestal - portable _____
☐ Safety vests _____
☐ Security stanchions _____
☐ Snow fence - 50' rolls - plastic _____ wooden _____
☐ Snow fence - posts _____
☐ Ticket booths - outdoor _____
☒ Trash barrels *10 EXTRA*
☐ Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 30-40

Where do you plan to park vehicles PARKING AREAS by CITIZENS PARK

Are there any special parking considerations _____
(VIP, ADA, Security, Emergency Vehicles, etc)

SAFETY & SECURITY

The City requires security based on attendance

Do you need assistance from: Police Dept ☐ Fire Dept/Ambulance ☐ No

Describe _____

Date/Time _____

Location _____

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES ☒ NO ☐
(If so, please attach) YES - WE WILL HAVE A MEDICAL PERSON

ADDITIONAL QUESTIONS

ON DUTY, THAT PERSON WILL DETERMINE WHETHER A 911 IS NEEDED

Please attach any additional information which you feel will assist the Committee in evaluating your request.

Do you have any questions/comments/additional requests? No

THIS IS A Sp. OL. EVENT IN THE SPORTS OF bocce ball -
+ ball - + Softball. It's our hope to use DIAMONDS & 3
OPEN AIR SHELTER, + CONCESSION AREA FOR THE EVENT

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 Guidelines and 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: 9-30-21

E-MAIL

PRINT