



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

May 15, 2024

Discover Eastern Wisconsin Disc Golf
Attn: James Van Lanen
4121 Martin Lane
Manitowoc, WI 54220

RE: Silver Cup XXIV Disc Golf Tournament – 7/11/2024 – 7/14/2024 & 7/27/2024 – 7/28/2024

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on **May 1, 2024**, the Special Events Committee approved your request to hold the **Silver Cup XXIV Disc Golf Tournament on July 11-14, 2024 & July 27-28, 2024**. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges. When listing sponsors for your event, we ask that you consider including *The City of Manitowoc and Visit Manitowoc* as some or all standard event-related fees have been waived; visit www.manitowoc.org/specialevent for a digital copy of the City of Manitowoc logo. Please refer to the Special Events Guidebook at www.manitowoc.org/specialevent for nonrefundable fees related to equipment order changes, event cancellations, and rules for the event location.

As fees for equipment have been waived, please credit the City of Manitowoc as a sponsor for this event.

If you have any questions, please contact me at (920) 686-6950 or via email at cityclerk@manitowoc.org.

Sincerely,

Mackenzie Reed
City Clerk / Deputy Treasurer

MR/jls
cc: Special Events Approval Group
Enclosures



Special Event Conditions



INSURANCE: At least 30 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with separate additional insured endorsement. Please fax to 920-686-6959 or e-mail to jswokowski@manitowoc.org. Special Events Insurance Requirements are also enclosed. **Insurance not provided within the required timeline may result in a fee of \$300.**



CREDIT/DEBIT CARD PAYMENTS: Vendors who accept payment card information (PCI) are required to provide evidence of Cyber Liability with a limit of \$1,000,000 per occurrence OR letter evidencing payment card information (PCI) compliance OR letter evidencing use of payment card information (PCI) compliant 3rd party vendor



TAVERNS: Please bring your tavern license to the City Clerk's office prior to your event to have the extended premises added to your license.



BEER/WINE SALES: A non-profit or bona fide club may apply in the City Clerk's Office in City Hall for a Temporary Class "B" license for the beer/wine stand. A licensed bartender must be at the premise at all times.



FOOD: Contact the County Health Department at 920-683-4155 to obtain information about a food license. Mobile food vendors (food trucks) must obtain a license from the City Clerk's office



VENDORS: All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.



STAKES/BOUNCE HOUSES: Event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground. Contact the Parks Division, 900 Quay St. at 920-686-3580 to obtain a stake permit and pay the \$50 stake permit fee. **Events with bounce houses require a stake permit.**



EQUIPMENT: For the use of the benches, trash barrels, etc., please contact the Parks Division at 920-686-3580.



TRAFFIC CONTROL: If you need to pickup traffic control items, please contact the Department of Public Works at 920-686-6550 prior to 2:30 P.M. between Monday and Friday.



STREET CLOSURE: In advance of your event, you are encouraged to notify the residences and/or businesses that may be affected by this street closure, in order to allow them time to make any arrangements.



POLICE: The telephone number to arrange for Manitowoc City Police Department assistance with your event is 920-686-6551.



PARKING: Unless special parking requests were approved, all parking regulations will be enforced.



FIREWORKS: Contact the Fire Department at 920-686-6540 to obtain a fireworks permit.



LINCOLN PARK: Please be considerate to the zoo animals. Keep noise levels down, and direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat.



DOGS: Please remind participants that dogs are not allowed in Citizen Park/Miracles Park/ Lincoln Park Zoo.



TOILETS: Based on estimated attendance, you should have 2 number of portable toilets.



NOISE: Waiver of the noise ordinance was approved from _____ to _____.

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/1/2024

EVENT NAME: Silver Cup XXIV Disc Golf Tournaments

ORGANIZER: Discover Eastern Wisconsin Disc Golf - James Van Lanen

E-MAIL ADDRESS: discgolf@discoverwisc.com

EVENT DATE: 7/11-7/14/24, 7/27-7/28/24

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Both professional and amateur disc golf tournaments at Silver Creek Park.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ch Courtney Hansen / ch Todd Blaser / ch Eric Nycz / ch	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



Friday, April 19, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Silver Cup XXIV disc golf tournament
Location	Silver Creek Park
Date	Thursday, July 11, 2024
End date if multiple day event and additional dates if applicable.	07/14/2024 & 07/27-28/2024
Event time	6:00 AM - 7:30 PM
Setup date & time	Wednesday, July 10, 2024 10:00
Takedown date & time	Monday, July 15, 2024 14:00

Applicant Information

Name of Applicant	James Van Lanen
Organization name	Discover Eastern Wisconsin Disc Golf
Address	4121 Martin Lane Two Rivers, WI, 54241
Email	discgolf@discoverwisc.com
Phone number	(920) 629-9997
On-site contact name & phone number	Jim Van Lanen 920-629-9997
Security name & phone number	Jim Van Lanen 920-629-9997

Event Details

If any questions are not applicable, you can leave them blank.

Event description

One of the Midwest's largest disc golf events with Professionals playing the 1st weekend and all amateur divisions playing the 2nd weekend. We will play both the creekside and lakeside courses as well as Rollin

Ridge DGC in Reedsville. All proceeds after the event will assist with park improvements. Volunteer time and resources are donated preparing the courses for this large event.

Estimated total attendance 350

Estimated total attendance from outside Manitowoc 300

Event website <http://silvercupdiscgolf.com>

Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Temporary Class "B" License, and provide Liquor Liability to the Clerk's Office.

Select all that apply to the event Vendor(s) Accepting credit card sales/transactions

Expected revenue 500

Revenue will be used for player prizes and payout

Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

Road Closure

none

Road Crossing none

Where are cars parking? main and upper lots

Describe course markings and if this is a timed route none

Event Structures

Select all that apply Portable restrooms

Ground stakes greater than 6 inches Tent(s)

Safety & Security

Depending on the size and nature of the event, the City may require medical and security services. Organizers should have a first aid kit at the minimum. Events that serve alcohol must ensure patrons are 21 years or older and at least one licensed bartender is on site.

Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

none

Equipment & Facility Requests

Facility request Concession area and fieldhouse (for storm shelter)

Athletic field request

disc golf courses

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 20
\$6 max 20

Parks items

Post pounder 1
\$0 max. 3

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts 15
\$2.50 max. 100

Tent 10'x20'

Ticket booth

Trash barrels

Est. equipment cost per day 37.50

Equipment request notes

Picnic tables needed for player lunches near concession area. Snow fence posts and pounder can be places in the concession area.

Waiver of Fees

Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not guaranteed. This waiver does not waive late application, late application, and cancellation fees. Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

Are you requesting a Waiver of Fees?

Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Why should this Waiver of Fees be granted?

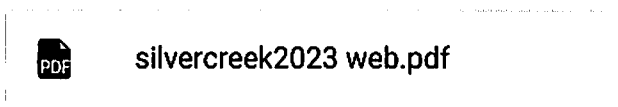
The main impact of this event is exposure of our beautiful disc golf courses and promoting our local parks. We attract players all year long from all over the country. Silver Creek and Rollin Ridge are both listed in the top 100 courses in the world by Udisc.com and the courses are maintained by disc golf

volunteers.

Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

Upload map and supporting documents



Questions and comments

Our related 501c3 organization is the Lakeshore Ladies Disc Golf Corporation.

Legal Notice and Submission

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.

Applicant date of birth

Wednesday, February 6, 1963

Sign

James E Van Lanen Jr