

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/1/2024

EVENT NAME: NEWGLSF Salmon Derby

ORGANIZER: NEWGLSF - Tom Nowak

E-MAIL ADDRESS: [nowakkelli90@yahoo.com](mailto:nowakkelli90@yahoo.com)

EVENT DATE: 7/4/24-7/7/24

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: The Salmon Derby takes place annually at the Manitowoc Marina. The July 4th date is in collaboration with Fourth on the Shore.

## 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:

Waiver of sound ordinance

## ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St. Please report vendors and food trucks to the Wisconsin DOR using the form S-240 at [revenue.wi.gov](http://revenue.wi.gov).



Saturday, April 27, 2024

## Special Event Application

### Approval Status

Not Started

### General Event Information

Event name	NEWGLSF Salmon Derby
Location	425 Maritime Dr.
Date	Thursday, July 4, 2024
End date if multiple day event and additional dates if applicable.	07/07/2024
Event time	12:01 PM - 6:00 PM
Setup date & time	Wednesday, July 3, 2024 10:00
Takedown date & time	Monday, July 8, 2024 09:00

### Applicant Information

Name of Applicant	Tom Nowak
Organization name	Northeast Wisconsin Great Lakes Sport Fisherman Inc.
Address	911 19th St. Two Rivers, WI, 54241
Email	nowakkelli90@yahoo.com
Phone number	(920) 901-2261
On-site contact name & phone number	Tom and Kelli Nowak 920-901-2261
Security name & phone number	Tom Nowak 920-901-2261

### Event Details

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

#### Event description

Event takes place at the Manitowoc Marina and parking lots. Fourth on the Shore will kick off our event on July 4th with our 49th annual fishing derby to follow on

July 5th through the 7th. Our event raises money for our rearing pond at the Manitowoc Zoo. That rearing pond is used to educate youth letting them know about the species of fish in Lake Michigan. We also use money raised for scholarships, and other youth fishing clubs within the schools.

**Estimated total attendance** 500

**Estimated total attendance from outside Manitowoc** 100

## 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** Alcohol sales Food or drink sales Vendor(s)

## Route & Road Usage

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

**Time of amplified sound** 1:00 PM - 11:30 PM

**Amplified sound type** live music / amplifiers

## Event Structures

**Select all that apply** Fencing Stage Portable restrooms  
Ground stakes greater than 6 inches Tent(s)  
Waste removal service

## 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.

## Equipment & Facility Requests

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

Power pedestal  
 Safety vests  
 Security stanchions  
 Wooded snow fence 50' roll  
 Plastic snow fence 50' roll  
 Snow fence posts  
 Tent 10'x20'  
 Ticket booth  
 Trash barrels 15  
**\$6 max. 50**

**Est. equipment cost per day** 90

## 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?

Northeast Wisconsin Great Lakes Sportfishing is a non profit 501(C)(3), and this is the 49th year of our Salmon Derby. One part of this event is held in conjunction with the 4th on the Shore while the remainder of the event is a fishing derby. All monies made during the event are used to educate the youth about Lake Michigan and its fisheries. Scholarships are made available and money is donated to schools for Biology programs and fishing clubs.

## 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**


City-of-Manitowoc\_Northeast...pdf

## **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**

Saturday, February 17, 1973

**Sign**

Tom Nowak