

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/8/2023

EVENT NAME: Special Event - Silver Cup XXIII Disc Golf Tournament

ORGANIZER: Silver Cup - James Van Lanen

E-MAIL ADDRESS: discgolf@discoverwisc.com

EVENT DATE: 7/7-9/23, 7/22-23/23

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Both professional and amateur disc golf tournaments at Silver Creek Park.
Concession area and field house will be used for storm shelter if needed.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Jason Friebboth /ec Courtney Hansen /ec Eric Nycz /ec Brock Wetenkamp /ec Shawn Alfred /ec Jason Russ /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Silver Cup XXIII Disc Golf Tournament
Name of Applicant James Van Lanen
Street Address 4121 Martin Lane
Mailing Address _____
(If different)
City, State, Zip Two Rivers, WI 54241
Primary Phone 920-629-9997
Cell Phone same
Email discgolf@discoverwisc.com
Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact James Van Lanen
On-Site Cell Phone # 920-629-9997
On-Site Security Contact Name same
On-Site Security Contact Phone # same

EVENT INFORMATION

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

Document Attached



Singles disc golf tournament - 1st weekend is for professional divisions and 2nd weekend is for amateur divisions. Players compete at Silver Creek Park on all 5 competition dates using tee time spacing with check-in, awards, and most player communication on-line. Concession area will be used for staff and field house will only be used for storm shelter if needed. Waiver of fees is requested.

Event Name Silver Cup XXIII

Location Silver Creek Park

Staging Area Concession area

Event Date(s) July 7-9 and July 22-23, 2023

Event Start Time 6:30 AM PM

Event End Time 7:30 AM PM

Setup Date(s) 07/05/2023

Setup Start Time 9:00 AM PM

Teardown Date(s) 07/24/2023

Teardown End Time 9:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

Public Event YES NO

Estimated Total Attendance 500

Estimated Attendance 400
from outside City of Manitowoc

Event Website http://silvercupdiscgolf.com

FACILITY REQUESTS

- Facility Location Silver Creek Field House
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements Internet at concession area-scoring
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

ROUTE

Route map must be submitted with application

- Road Closure
Describe location(s)
+ time(s)
- 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 # _____

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
Class B License
- 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 500
- Revenue to be used for payout

- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

SOUND

- Amplified Sound
- Start Time _____ AM PM
- End Time _____ AM PM
- Type of Sound _____

EQUIPMENT REQUESTS

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 fence post pounded TIME 12:00 AM PM LOCATION Concession area
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 _____

STAGING / RISERS

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

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 20
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- 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 10
- Ticket booths – outdoor _____
- Trash barrels _____
- Other fence post pounder _____ 1

VEHICLES

Parking must be included on site map

Expected number of vehicles 125

Where do you plan to park vehicles main and upper parking lots

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

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)

ADDITIONAL QUESTIONS

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

Do you have any questions/comments/additional requests?

The tournament promotes the park and any fees available after the event are used for disc golf course improvements at Silver Creek and Indian Creek Parks. This is a great opportunity to expose disc golfers from all over the Midwest to our beautiful parks. We request a waiver of fees for park and concession use and picnic tables used for player lunches. Thank You!

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 02 / 06 / 1963

Signature of Applicant: James E Van Lanen Jr Date: 3-1-2023

E-MAIL

PRINT