

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/14/2024

EVENT NAME: EWC Softball Jamboree

ORGANIZER: Roncalli - Nathan Kaderabek

E-MAIL ADDRESS: nathan.kaderabek@roncallcatholicschools.org

EVENT DATE: 4/17/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Conference softball tournament on a Wednesday hosted by Roncalli using the Citizen Park baseball complex and Diamond 2. Using concession stand.

COMMITTEE CONCERNS:

WAIVER OF FEES: not approved

COMMITTEE DECISION:

APPROVE	DENY
Eric Nycz /ec Todd Blaser /ec Dan Koski /ec Jason Freiboth /ec Courtney Hansen /ec Shawn Alfred /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.



Thursday, February 8, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	EWC Softball Jamboree
Location	Citizen Park Complex and CP softball Diamond #2
Date	Wednesday, April 17, 2024
Event time	11:00 AM - 5:00 PM
Setup date & time	Wednesday, April 17, 2024 07:30
Takedown date & time	Wednesday, April 17, 2024 17:30

Applicant Information

Name of Applicant	Nathan Kaderabek
Organization name	Roncalli High School
Address	2000 Mirro Drive Manitowoc, WI, 54220
Email	nathan.kaderabek@roncallicatholicschools.org
Phone number	(920) 905-4423
On-site contact name & phone number	9209054423
Security name & phone number	Nathan Kaderabek 920-905-4423

Event Details

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

Event description

This would be our annual EWC double header for softball this is to help get games in on one date to save on space and time. We would like to use the complex with the softball fields along with CP 2. We would start setting fields up in the early morning and then we would put everything away after the 2nd game of the double header.

Estimated total attendance 350

Estimated total attendance from outside Manitowoc 310

Event website EWC Webpage

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

Food or drink sales

Route & Road Usage

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

Road Closure

None

Where are cars parking?

Parking Lots by Citizen Park 2 and Sports Complex

Time of amplified sound

11:30 AM - 12:30 PM

Amplified sound type

Announcements and National Anthem

Event Structures

Select all that apply

Fencing

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.

We would just have a trainer on site

Equipment & Facility Requests

Athletic field request

CP 2 / Citizen Park Sports Complex

Special power or lighting request

None unless it would be an overcast afternoon and lights might be needed

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll 17
\$7 max. 17

Snow fence posts

Tent 10'x20'

Ticket booth

Trash barrels

Est. equipment cost per day 119

Equipment request notes

The fence would be needed for CP 2 for the softball girls game not sure if and how I should have marked it above. Thank you for making any changes that might be needed but we would request to have this put up for us for this event

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?

This is for School / Conference event

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

No maps are needed for this event

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 Monday, July 6, 1981

Sign Nathan Kaderabek