

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/22/2023

EVENT NAME: Special Event - George Spoentgen Memorial Tournament

ORGANIZER: Manitowoc County Miracles - Glenn Graff

E-MAIL ADDRESS: glenngraff5001@comcast.net

EVENT DATE: 7/15/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Use of Citizen Park and MYBA complex for baseball tournament for Manitowoc County Miracles Special Olympics.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Eric Nycz /ec Courtney Hansen /ec Jason Friebboth /ec Todd Blaser /ec Shawn Alfred /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name MANITOWOC COUNTY MIRACLES
 Name of Applicant GLENN GRAFF
 Street Address 702 SOUTH 30th STREET
 Mailing Address _____
 (If different)
 City, State, Zip MANITOWOC
 Primary Phone (920)242-0166
 Cell Phone (920)2420166
 Email glenngraff5001@comcast.net
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact GLENN GRAFF
 On-Site Cell Phone # (920)242-0166
 On-Site Security Contact Name GLENN GRAFF
 On-Site Security Contact Phone # (920)2242-0166

EVENT INFORMATION

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

Missing Map/Drawing

Manitowoc County Miracles Special Oylmpics is hosting its annual George Spoentgen Memorial Tournament on July 15th 2023at Citezens Park

Event Name George Spoentgen Memorial Tournament

Public Event YES NO

Location CITIZENS PARK AND MYBA COMPLEX

Estimated Total Attendance 150 - 250

Estimated Attendance 150
from outside City of Manitowoc

Staging Area _____

Event Website None

Event Date(s) July 15th, 2023 Rain date July 16th, 2023

Event Start Time 6:00 AM PM

Event End Time 4:00 AM PM

Setup Date(s) 01/13/2023

Setup Start Time 6:00 AM PM

Teardown Date(s) 01/13/2023

Teardown End Time 4:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAR 1 2023

CITY OF MANITOWOC
PARKS & RECREATION

FACILITY REQUESTS

- Facility Location Citizen Park
- Mariner's Trail FROM _____ TO _____
- Athletic Field(s) Request CP#2, CP#3, OUTDOOR SHELTER
- Special Power Requirements _____
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

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 _____
- Revenue to be used for _____

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

EVENT FEATURES

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

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 _____ 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 _____

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 _____
- 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 _____
- Ticket booths – outdoor _____
- Trash barrels _____
- Other _____

VEHICLES

Parking must be Included on site map

Expected number of vehicles 100

Where do you plan to park vehicles NORTH AND SOUTH 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?

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 10 / 10 / 1955

Signature of Applicant: GLENN J. GRAFF Date: 1/13/2023

E-MAIL

PRINT



**CITY OF MANITOWOC – DEPARTMENT OF TOURISM
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two (2) years indicating all expenses and all revenues of the group/organization may be requested by the committee. Groups or organizations must be current on all financial accounts with the City of Manitowoc.

ALL QUESTIONS MUST BE ANSWERED

Name of event: GEORGE SPOENTGEN MEMORIAL TOURNAMENT

1. Name of club/organization making request MANITOWOC COUNTY MIRACLES SPECIAL OLYMPICS
 Address 702 SOUTH 30th STREET Telephone (920)242-0166
 Email glenngraff5001@comcast.net

2. Names of club officers:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
President <u>ANNETTE WUELLNER</u>	<u>2402 FRANKLIN STREET</u>	<u>(920)652-4135</u>
Secretary _____		
Treasurer <u>JANE PRIBEK</u>		<u>(920)901-6535</u>

3. Facility requested: CITIZENS PARK # of people 150-250
 Equipment requested: CP#2, CP#3, OUTDOOR SHELTER and CONCESSION STAND

4. Specific dates and hours facility/equipment will be used: Date(s) 7/15, RAIN DATE 7/16 Hrs. 10

5. Please explain your request, as to what fees you desire waived or reduced and reasons We are a non profit special Olympics Organization and would like all fees waived like in previous years.

6. Which do you consider your group to be?
 A. Community service _____ B. Non-profit _____ C. Private business _____
 D. Club or organization _____ E. Other, please explain SPECIAL OLYMPICS AGENCY

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
 Yes No _____

8. If #7 is "yes," explain and list specific charges MYBA WILL BE SELLING CONCESSIONS AND WE WILL BE PROVIDING FREE LUNCHES FOR ATHLETES COACHES AND VOLUTEERS

9. What will revenues be used for? SPECIAL OLYMPICS IN MANITOWOC COUNTY

10. Do you wish to meet personally with the Committee to discuss this request? Yes _____ No
 If "yes," please provide the following information of individual to contact:
 Name _____ Address _____ Telephone _____

Signed GLENN J. GRAFF

Date 1/13/2023

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

When completed, return this form to the City of Manitowoc – Tourism Department

900 Quay St., Manitowoc , WI 54220 · Phone 920-686-3508 · Fax 920-686-6525 · E-mail echristel@manitowoc.org