

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 1/10/2024

**EVENT NAME:** Junior Ships Baseball Tournament (July)

**ORGANIZER:** Junior Ships - Bruce Steinbecker

**E-MAIL ADDRESS:** [steinbecker4@gmail.com](mailto:steinbecker4@gmail.com)

**EVENT DATE:** 7/12-14/24

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Baseball tournament at the MYBA Complex at Citizen Park.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Approved

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



Thursday, January 4, 2024

## Special Event Application

### Approval Status

Not Started

### General Event Information

Event name	Junior Ships Baseball Tournament
Location	Citizens Park
Date	Friday, July 12, 2024
End date if multiple day event and additional dates if applicable.	07/14/2024
Event time	8:00 AM - 8:00 PM
Setup date & time	Friday, July 12, 2024 18:00
Takedown date & time	Sunday, July 14, 2024 21:00

### Applicant Information

Name of Applicant	Bruce Steinbecker
Organization name	Manitowoc Lincoln
Address	941 Sarah Miles Lane Manitowoc, WI, 54220
Email	steinbecker4@gmail.com
Phone number	(192) 090-1384
On-site contact name & phone number	19209013843
Security name & phone number	19209013843

### Event Details

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

#### Event description

Baseball tournament

**Estimated total attendance** 1000  
**Estimated total attendance from outside Manitowoc** 750  
**Event website** manitowocshipsbaseball.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** Food or drink sales  
**Expected revenue** 5000  
**Revenue will be used for** support youth baseball program

## Route & Road Usage

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

**Where are cars parking?** existing parking lot

## Event Structures

### 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.**

N/A

## Equipment & Facility Requests

**Facility request** MYBA baseball fields / CP #2 & CP #3  
**Est. equipment cost per day** 0

## 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?**

Both groups benefit from patrons coming to Manitowoc. Upgraded facility contributions from our organization.

**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**



**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, May 13, 1972

**Sign** Bruce Steinbecker