



City of Manitowoc
**SPECIAL EVENT
INSTRUCTIONS**
As of March 29, 2023



Easter Eggstravaganza



Garden Faire Extraordinaire



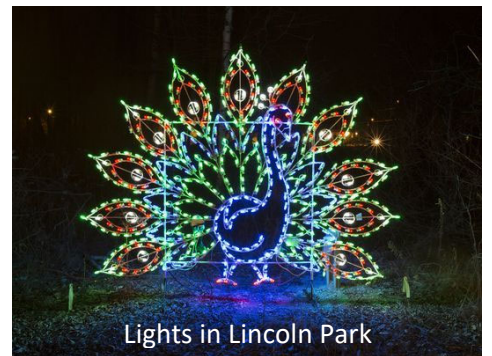
Metro Jam



Sputnikfest



HFM Maritime Marathon



Lights in Lincoln Park

Tourism Department
(920) 686-3508
echristel@manitowoc.org

SPECIAL EVENT APPLICATION INSTRUCTIONS

WHAT REQUIRES A SPECIAL EVENT APPLICATION?

Special Event Applications must be submitted to the Tourism Office at least 60 days before your event. *Late submissions will be charged a \$100 late application fee.*

A Special Event is a planned occurrence of 50 or more people on City property including, but not limited to:

- Public event, outreach, rally, promotional event or religious event;
- Bike race, bike ride, cross-country meet, walk or run;
- Street closure;
- Parade;
- Fireworks;
- Festival;
- Art fair or antique show;
- Outside event with amplified sound or speaker system;
- Gathering at a lakefront, downtown park space, or outdoor park space that is not designated as a reservable and permitted area; or
- Virtual gaming.



DO NOT ADVERTISE FOR AN EVENT BEFORE OBTAINING WRITTEN APPROVAL FROM A REPRESENTATIVE OF THE CITY OF MANITOWOC SPECIAL EVENTS COMMITTEE. THE USE OF SOCIAL MEDIA IS CONSIDERED ADVERTISING IF DISTRIBUTED PUBLICLY.

Do not complete this form if you are interested in reserving a:

- Facility, picnic area, or pool rental for a private function,
- Residential Block Party, or
- Event taking place *entirely* on Mariner's Trail.

APPLICATION PROCESS INSTRUCTIONS:

Submission: Complete the Special Event Permit Application and submit to the City of Manitowoc Tourism Department for approval. The application can be submitted by email to echristel@manitowoc.org, by fax to (920) 686-6525 or by mail to City of Manitowoc-Tourism Department, 900 Quay St., Manitowoc, WI 54220. **Applications must be submitted 60 days prior to the event date to avoid incurring a late application fee of \$100.** Submission of an application does not automatically grant you a permit or confirmation to conduct your event.

Review: After receipt of your application, you will receive a confirmation e-mail from the Special Event Committee or Parks Planner. Event organizers are invited and encouraged to attend a meeting with the Special Event Committee at which time your event application will be reviewed. The event organizer is responsible for submitting any revisions to the original application in writing. Revisions are subject to review and approval by the City of Manitowoc.

Approval: If your special event is approved, you will receive an email and/or letter with special event requirements. If Common Council approval is necessary (for example, for any street closure, noise ordinance waiver, permission for alcohol in a park, or an extension of premise), you will also be notified of Council's decision. A special event permit will not be issued without an acceptable Certificate of Insurance. For use of the Manitowoc Public Library, see page 5.

Certificate of Insurance (COI): **ALL** Special Event Applicants are **required** to submit a "Certificate of Insurance" with a minimum amount of **\$1,000,000** general liability coverage naming "**City of Manitowoc**" as an **additional insured** for all event dates including setup and teardown. City of Manitowoc must also be listed as the *Certificate Holder* with the

address listed as 900 Quay St., Manitowoc, WI 54220. Failure to submit insurance at least 30 days prior to your event will result in a \$300.00 late fee.

***Note: Events where alcohol will be sold or served require **Alcohol Liability Coverage** in the minimum amount of \$500,000 each occurrence, \$500,000 aggregate. Events with a bounce house or other inflatables require **specific bounce house/inflatables coverage** in the minimum amount of \$1,000,000 each occurrence, \$2,000,000 aggregate. Some activities may require additional insurance. The City of Manitowoc will work with you on a case by case basis.*

Credit Card Transactions: Vendors who accept payment card information (PCI) are required to provide evidence of Cyber Liability with a limit of \$1,000,000 per occurrence **OR** maintain PCI compliance **OR** utilize a PCI compliant 3rd party vendor for all payment card transactions. Acceptable proof of this requirement being met includes: certificate of insurance evidencing cyber liability **OR** letter evidencing PCI compliance **OR** letter evidencing use of PCI compliant 3rd party vendor.

Drones: Drone use must be approved by the Special Events Committee. If approved, drone and drone pilot must be in compliance with all Federal, State and Local regulations and licenses and provide documentation upon request. Drone pilot must fly drone with public safety as its highest priority. Vendors are required to evidence unmanned aircraft liability insurance, including war liability, premises liability, and personal injury liability. Vendor shall maintain limits of at least \$5,000,000 per occurrence.

Fee Policy:

- All fees must be paid within 30 days of the event.
- Fees for Firework Permits, Stake Permits, alcohol service, late application or insurance, cancellation of event, change orders, re-keying, clean-up and/or repair/replacement of damaged property are standard and non-waivable and must be paid by the event organizer. Other fees may be waived upon request.
- A \$50 non-waivable fee **per change order** will be imposed to adjust the type or amount of items requested for the event after approval of the initial application. Event organizers are encouraged to plan carefully and ask questions before submitting an application form and/or when meeting with the Special Event Committee, so as to avoid the fee and to minimize the amount of labor and number of trips by City personnel.
- Any reduced fees for Aquatic Center and mini-golf admission shall conform with the Park & Recreation Ticket & Pass Donation Policy.
- If you are requesting a waiver of fees, it is encouraged that you support the City of Manitowoc community.

RULES & REGULATIONS:

All special events, participants, guests, vendors and exhibitors shall abide by all municipal codes, Manitowoc County ordinances, and rules governing the parks and parkways.

Additional Information: The City of Manitowoc reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities or the event itself. The City of Manitowoc may postpone approval of an event permit until receipt of additional requested information or documentation is provided. Failure to submit requested information or documentation in a timely manner may be cause for denial of a Special Event Permit.

Alcohol: Public events that serve or sell alcohol are required to:

- Submit COI for \$500,000 each occurrence, \$500,000 aggregate liquor liability insurance naming City of Manitowoc as additionally insured;
- Apply for Temporary Class "B" beer/Temporary Class "C" wine in the City Clerk's Office in City Hall,
- Ensure a licensed bartender is on premise at all times;
- Ensure all beverages are dispensed in paper or plastic containers or aluminum cans (no glass);

- Bring your tavern license to the Clerk's office prior to the event to have the extended premises added to your license, if your licensed premise is being extended for the event;
- Obtain an ordinance waiver if alcohol will be served in the following parks: Washington Park, Union Park, Riverview Park, Pulaski Park, Lincolnshire Park, Henry Schuette Park, Mariner's Landing, Municipal Athletic Field, or Camp Vits Park as alcohol is generally not permitted; and
- Obtain an ordinance waiver if fermented beverages will be sold on City property after 11:00 p.m.

Amplified Sound/Noise Ordinance:

- If requested by the Manitowoc Police Department, the sponsor of a special event shall reduce the sound volume from the special event. If the sponsor fails to reduce the sound volume, they shall be subject to a penalty as provided by City ordinance and future applications for special events may be denied. Amplified sound is not permitted between the hours of 10:00 p.m. and 8:00 a.m. or within 500' of a hospital at any time or within 500' of a church or school when the church or school is in session unless the Chief of Police grants an exception.
- When possible, be considerate and direct sound away from residences or zoo animals, if at Lincoln Park. Many animals perceive loud noise as a threat.

Cancellation Policy:

- Cancellations must be submitted in writing to echristel@manitowoc.org or by fax to (920) 686-6525 as soon as possible.
- Approved events will be charged a \$100 cancellation fee. If the event is canceled due to inclement weather or "Acts of God," the event will not incur a cancellation fee.
- No rain dates will be issued. Contact the Tourism Department for other available venues and/or dates.

Cleanup & Damage:

- Permit holder is responsible for the collection and removal of all event-related waste and recycling from the park. The event sponsor must provide adequate contracted trash and recycling containers to handle the volume of anticipated refuse. It is recommended that large events obtain contracted trash dumpster and pick up service for the refuse generated by the event. The sponsor is responsible for cleaning the event site after a special event. All trash and recycling must be placed in appropriate containers. **Clean up must be completed by 9 AM on the day after the conclusion of the event, unless previously approved.** All portable objects such as tents, fencing, port-a-potties, etc. must be removed by the applicable clean up deadline, unless prior approval has been obtained from the Parks Planner. If cleaning is not accomplished by the event sponsor within the time allotted and must be accomplished by City personnel, the sponsor will be billed on a cost recovery basis.
- Organizers are responsible for cleaning the run/walk/race/parade route, including the paved street area, sidewalks, and terraces after the event.
- Permit holder shall be responsible for any actual documented physical damage to property incurred by the event(s). Damage to property includes but is not limited to vandalism, defacement, and breakage to any buildings, fences, equipment, gardens, trees, tables, barrels, grass/lawn area, etc. A fee for re-keying will also be charged for any lost keys or padlocks.
- Confetti, rice, and glitter are strictly prohibited.

Concessions/Food Trucks: Special event sponsors are responsible for securing all necessary licenses and permits from the City and Manitowoc County Health Department. All beverages must be dispensed in paper or plastic containers or aluminum cans (no glass). Any food trucks participating in the event shall be licensed with the City of Manitowoc.

Designated Areas:

Applicant understands that applying for a Special Event Permit does not guarantee the availability of picnic areas, pavilions or athletic fields. If your event or route uses or affects the use of picnic area(s), a pavilion and/or athletic field, it must be requested on the special event application. The Tourism Department will check availability and will make reservations accordingly. City parks remain open to the public during special events. Applicant must abide by all City of Manitowoc parks and facilities policies and/or procedures. See the City of Manitowoc ordinances for information about smoking, fires, animals, etc. The use of the Manitowoc Public Library would require Library Board approval.

Equipment:

- Amenities such as canopies, chairs, portable restrooms, sound systems, stages, tables, tents or other equipment may be provided by the City of Manitowoc, if available. Equipment requests should be indicated on the application and coordinated with the Parks Planner. See Stake Permits for tents, fences, etc.
- The City does not have a list of preferred vendors and events are free to work with vendors/rental companies of their choice.

Medical & Security Services:

- Depending on the size and nature of your proposed event, the City of Manitowoc may require event organizers to provide medical services and/or security services (including the Manitowoc Police Department) at the event. At minimum, each event organizer should have a first aid kit easily accessible on the event site, which should contain at least compresses, ice packs, bandages, and antiseptic.
- Security personnel are required at the rate of one (1) security person for every 300 persons present if alcohol is available or for every 500 persons present if alcohol is not available.
- If you are obtaining an alcohol license for the event, you must also have two (2) security personnel in the alcohol concession area that are easily identifiable by a vest or shirt as event security.
- Alcohol Sales Security: The event holder is responsible for ensuring that only individuals 21 years or older are served alcoholic beverages and for ensuring that at least one licensed bartender is present at all times in each location alcohol is being served.

Parking: Unless special parking requests, including parking on the grass, are approved in writing by the City of Manitowoc, all parking regulations will be enforced.

Restroom Facilities: In addition to the restroom facilities available in parks (typically open May 15th to October 15th depending on weather and other factors), portable toilets and/or handwashing stations may be required for health and sanitation reasons. Restroom facilities shall be provided based on the anticipated peak crowd. At least one portable toilet shall be provided for every 250 people expected. For example, an event with 500 people requires two portable toilets **in addition to the existing toilet facilities**. Portable toilets shall be properly enclosed, in good repair, emptied when full and a minimum of 100 feet away from any food preparation. Periodic inspection by a representative of the sponsor must be made to ensure the proper functioning of the toilets and handwashing stations, as well as an adequate supply of toilet paper.

Route for the event:

- All proposed routes are subject to approval by the City of Manitowoc and should include the direction of travel, as well as the assembly and dispersal areas. The City of Manitowoc cannot grant access to privately owned property.
- Road guides must be provided at all uncontrolled intersections. Road guides must wear orange or yellow reflective safety vests.
- If your event is requesting the closure of or use of a public street or public way, you must obtain approval and all necessary permits from the City.
- The City of Manitowoc Police Department will obtain a permit from the Wisconsin Department of Transportation for the organizer to hold an event on any portion of a state highway.
- The City of Manitowoc roads and parkways cannot be closed using volunteers or event staff without prior approval from the City. All closures must be handled by city employees from the following departments: Parks, Streets and/or the Police.

- Parade sponsors are strongly encouraged to use one of the established parade routes.
- All course markings used along the route must be pre-approved by the Parks Planner. Spray Paint & Spray Chalk are prohibited (other than on grass surfaces with the Parks Planner's approval).
- If swimming is part of the event, the event sponsor must provide certified lifeguards. Proper boating safety protocol and personal floatation devices are expected for all events involving small watercraft.
- The City of Manitowoc is not responsible for any costs associated with the denial of a proposed route.

Signage & Promotion:

- The Parks Planner must approve the placement and fastening of all event signage.
- Signage in the park to promote an event must comply with City of Manitowoc municipal code.
- The City of Manitowoc Partner Logo is strongly encouraged on all promotional materials related to your special event.
- Costs incurred promoting and marketing for an event prior to the issuance of an approved special event permit from the City of Manitowoc and changes/modifications relative to the event from the City of Manitowoc and/or other City Department(s) is at the sole expense and risk of the permit holder.

Stake Permit: A stake permit is required to erect any tent, canopy, bounce house/inflatables, fence, sign, or similar item that requires stakes or posts to be placed more than 6" deep in the ground on City property. Stakes may be placed in approved areas only. There is a \$50 non-waivable fee for a stake permit. **The special event sponsor is responsible for contacting Diggers Hotline at least three (3) business days before any stakes and fence posts are driven into the ground. Sponsor must also contact the Manitowoc Fire Department for fire safety guidelines for tents.** Tents must be secured with filled sand bags or water barrels.

Utilities/Technology: Should an event require more utilities and/or technology/WiFi than what is available, it shall be the sponsor's responsibility to obtain and pay for the necessary utilities and/or technology/WiFi. Any temporary installation of electrical or technical services on City property must be approved in advance by the Special Event Committee and/or City Electrician with the total cost borne by the sponsor.

Termination:

- The City of Manitowoc, in its sole discretion, may grant, deny, revoke, or suspend any permit, at any time and for any reason. Cancellation of a permit for cause will result in forfeiture of all fees. "For cause" means if the terms of the application or any license or other code or ordinance are violated, if the event organizer makes any misrepresentation, or when public safety is threatened. Cancellation can also occur if payment has not been received by due date and event organizer has not contacted the City of Manitowoc Department of Public Infrastructure requesting and being granted an extension of the due date.
- The special event permit is subject to all local municipal codes and Manitowoc County ordinances in addition to all rules and regulations governing parks and parkways and can be terminated at any time at the sole discretion of local law enforcement authorities when public safety is threatened. Excessive noise generated by a special event shall be considered a threat to public safety unless a waiver of the City of Manitowoc's noise ordinance has been approved by the City of Manitowoc Common Council.

Indemnification: By submitting an application, the event organizer agrees at all times during the event to indemnify the City of Manitowoc for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, including workers' compensation claims, which arise out of or are in any manner connected to the event, based on any injury, damage, or loss being caused by any wrongful, intentional, or negligent acts or omissions of the event organizer, its agents or employees. The event organizer shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action.