



# City of Manitowoc

## Special Event Policy



City of Manitowoc Department of Tourism - 900 Quay St - Manitowoc, WI 54220 - 920-686-3508 - [tourism@manitowoc.org](mailto:tourism@manitowoc.org)

*Disclaimer: There is broad discretion retained on behalf of the City to consider each event on an individual basis. Exceptions to this policy may be allowed at the sole discretion of the City if unusual, exaggerated, or mitigating circumstances exist.*

### Special Event Definition:

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, gathering at a lakefront, downtown park space, or outdoor park space that is not designated as reservable and permitted area, or virtual gaming.

Do not complete a Special Event Application if interested in:

- Reserving a facility, picnic area, or pool rental (and nothing more) for a private function
- Hosting a residential Block Party
- Hosting an event taking place entirely on Mariners Trail

### Application Process:

**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 the Special Event Committee Chair at [tourism@manitowoc.org](mailto:tourism@manitowoc.org). 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 approval to conduct the event. 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.

**Review:** After receipt of the application, a confirmation email will be sent to the email provided. Event organizers are invited and encouraged to attend a meeting with the Special Event Committee at which time the 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.

**Submit Insurance:** Organizers are required to submit a Certificate of Insurance showing \$1,000,000 general liability coverage and a separate Additional Insured Endorsement listing the City of Manitowoc as being additionally insured for event dates including set up and tear down. City of Manitowoc must also be listed as the Certificate Holder with the address as 900 Quay St., Manitowoc, WI 54220. Failure to submit insurance at least 30 days prior to the event to the Clerk's Office will result in a \$300.00 late insurance fee. 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 bounce house/inflatable coverage in the minimum amount of \$1,000,000 each occurrence, \$2,000,000 aggregate. Some activities may require additional insurance. 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.

**Approval:** If the special event is approved, an email will be sent with special event requirements. If Common Council approval is necessary (for example, for any street closure, noise ordinance waiver, waiver of park time ordinance, waiver for alcohol in a park, or an extension of premise), the provided email will also be notified of Council's decision. This may add extra wait time. A Special Event Application will not be approved without an acceptable Certificate of Insurance.

## **Fee Policy:**

- All fees must be paid within 30 days of the date of the invoice.
- 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.
- 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 to avoid the fee and to minimize the amount of labor by City personnel.
- Above fees and rental fees are assessed per the City's fee schedule.
- Any reduced fees for Aquatic Center and mini-golf admission shall conform with the Park & Recreation Ticket & Pass Donation Policy.

## **Waiver of Fees:**

- A waiver of rental fees may be requested by nonprofit organizations for special events through the Special Event Application.
- A request does not guarantee waived fees. 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.
- Requests for waiver of fees by nonprofit organizations for events that are not open to the public on City property may complete the Waiver of Fees Application at [www.manitowoc.org/specialevents](http://www.manitowoc.org/specialevents) and submit to the Parks Division.
- Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

## **Cancellation Policy:**

- Cancellations must be submitted in writing to [tourism@manitowoc.org](mailto:tourism@manitowoc.org)
- Approved events will be charged a \$100 cancellation fee. This fee may only be waived at the sole discretion of the City's Special Events Committee, on its own initiative, and on rare occasion.
- No rain dates will be issued. Contact the Tourism Department for other available venues and/or dates.

## **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 the due date and the event organizer has not received an extension of the due date.
- The special event is subject to all local ordinances and laws. Approval of the Special Event Application does not supercede the 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.

## **Additional Action Items:**

If the following pertain to the special event, please review these instructions further.

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

- Submit Certificate of Insurance for \$500,000 each occurrence, \$500,000 aggregate liquor liability insurance naming City of Manitowoc as an additional insured;

- Apply for Temporary Class “B” beer/Temporary Class “C” wine in the City Clerk’s Office in City Hall,
- Submit an Extension of Premise form to the City of Manitowoc Clerk’s Office;
- Ensure a licensed bartender is on premise at all times;
- Ensure all beverages are dispensed in paper, plastic containers or aluminum cans (no glass);
- Obtain an ordinance waiver if alcohol will be served in the following parks: Camp Vits Park, Henry Schuette Park, Lincolnshire Park, Mariner’s Landing, Manitowoc Youth Baseball Complex at Citizen Park, Municipal Athletic Field, Pulaski Park, Riverview Park, Union Park, or Washington 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. These waivers are granted at Council and do not require additional submission from the event organizer.

**Food Trucks and Vendors:** Special event sponsors are responsible for securing all necessary licenses and permits from the City of Manitowoc and the 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. Events with food trucks and/or vendors must fill out an S-240 form with the State of Wisconsin.

**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.

**City Equipment:** Amenities such as chairs, stages, tables, tents or other equipment may be provided by the City of Manitowoc, if available. Equipment requests should be indicated on the Special Event Application. Any changes to equipment requests after approval will result in a \$50 change fee assessed to the applicant.

## **Rules and 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.

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 rejection of a Special Event Application.

**Amplified Sound/Noise Ordinance:** If requested by the Manitowoc Police Department, the sponsor of a special event shall reduce the volume of amplified sound at the special event. If the sponsor fails to reduce the volume of amplified sound, they shall be subject to forfeiture as provided by City ordinance. Further, 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.

**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. At least one portable toilet must be provided by the event organizer for every 250 people expected. For example, an event with 500 people requires two portable toilets in addition to 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.

**Signage and Promotion:** Signage in the park to promote an event must comply with City of Manitowoc municipal code. Do not tape, glue, or tack on city facilities. Damage to walls and equipment will be presumed to have been caused by the event organizer and will be invoiced pursuant to City policy and law (see below). The City of Manitowoc Partner Logo is strongly encouraged on all promotional materials related to the special event.

**Cleanup and Damage:**

- Organizer is responsible for the collection and removal of all event-related waste and recycling from the park. The organizer 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 organizer 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 after the conclusion of the event by the time stated on the approved application. All portable objects such as tents, fencing, port-a-potties, etc. must be removed by the applicable clean up deadline unless prior written approval has been obtained from the City. If cleaning is not accomplished by the event organizer within the time allotted, the organizer 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.
- Organizer shall be responsible for any actual documented physical damage to property incurred at the event(s). Damage to property includes, but is not limited to, vandalism, defacement, damage from nailing, gluing, or taping buildings, 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.

**Medical and Security Services:**

- Depending on the size and nature of the 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 at the event site, which should contain compresses, ice packs, bandages, and antiseptic.
- Alcohol Sales Security: The organizer 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.

**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.
- 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 Department of Public Infrastructure and/or the Police.
- Parade organizers 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 organizer must provide certified lifeguards. Proper boating safety protocol and personal floatation devices are expected for all events involving watercraft.
- The City of Manitowoc is not responsible for any costs associated with the denial of a proposed route.

**Utilities/Technology:** Should an event require more utilities and/or technology/WiFi than what is available, it shall be the organizer'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 cost borne by the organizer.

**Drones:** Drone use must be approved by the Special Events Committee. If approved, drone and drone pilot must be compliant 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.

**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.

*Last updated 9/28/2023*