

# **SPECIAL EVENT GUIDELINES AND POLICY**



*Identifies policy, process and  
procedures for obtaining  
approval of  
applications for special events.*

Adopted May 18, 2015, Revised June 17, 2019

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## INTRODUCTION

This Special Event Guidelines and Policy booklet outlines City policies and procedures for those requesting permission to hold a special event within the City of Manitowoc.

Each special event application is reviewed by City staff to facilitate successful staging of events and to effectively allocate City resources. The City of Manitowoc appreciates your interest in organizing a special event. If you or an organization you represent are planning a Special Event, please follow these steps:

- Read the City of Manitowoc Special Event Guidelines and Policy.
- Fill out the Special Event Application Form, which is available on the City's website: [www.manitowoc.org/2049/Special-Events](http://www.manitowoc.org/2049/Special-Events).
- Submit a completed Special Event Application Form to the Parks Office at least 60 days before your event. This is necessary to ensure that the Special Events Committee has time to act on your request prior to the event. **Untimely submissions may be charged a \$100 late fee.**
- Provide the City with a Certificate of Insurance and appropriate endorsements no later than 30 days before your event. Additional insurance information is found on page 16 and 17 of this guide book. **Failure to submit insurance at least 30 days prior to your event will result in a \$300.00 late fee.**
- Promptly comply with any requests for information from City Staff.
- Comply with all City ordinances, traffic rules, park rules, state laws, fire codes, health codes and alcohol licensing regulations. For example, no smoking is allowed inside City buildings, under open air shelters, on the bandshell, or in tents.

**Failure to do any of the above can result in denial of your Special Event.**

## SPECIAL EVENTS DEFINITIONS

**Special Event** means any planned occurrence of 50 or more people on the public right-of-way or public property which is not within the normal and ordinary use of the public property or place, and which, by nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Examples include, but are not limited to, run/walk events; parades; fireworks; street closures; vehicle processions; boat races, bicycle races and other forms of athletic competitions and athletic events; musical, theatrical or film performances; air shows; equipment shows; art fairs; antique shows; and festivals. *Events that do not meet the definition of a special event may still require other permits from the City, such as a fireworks permit, residential block party permit, or Mariner's Trail permit.*

**Street Closing** means an activity requiring the temporary closing or partial closing of a public right-of-way for the purpose of conducting a parade, march, run, walk, or other public assembly which would restrict the flow of vehicular and/or pedestrian traffic.

**City Property** includes all municipal buildings, parks, beaches, athletic fields and complexes, streets and other city owned property including streets, highways, alleys, sidewalks and terraces, parking lots, boating and docking facilities, and any other property owned, leased, or controlled by the City of Manitowoc.

**Extraordinary Services** means reasonable and necessary services provided by the City that directly result from the Special Event. Extraordinary services cause measurable financial costs above and beyond normal levels of public health and safety services on a non-event day. Examples of extraordinary services include, but are not limited to, police protection, traffic control, fire monitoring, dedicated paramedic service and parks services. The City will make reasonable efforts to adjust the schedules of employees to minimize the requirement for overtime pay or other costs for extraordinary services when possible.

## Special Event Requests

1. Each special event request shall be submitted using the *Special Event Application Form*, which is available at the Parks Office at City Hall or online at [www.manitowoc.org/2049/Special-Events](http://www.manitowoc.org/2049/Special-Events). Any request submitted without the special event application form **will be returned to the requestor**.
2. Each special event application shall be accompanied by a map of the event area, which identifies the location of concessions, rides, parking, fencing, portable toilets, staging, etc., or the proposed route if the proposed special event is a a run/walk or parade event including road closures requested. In the interest of safety, the City reserves the right to alter any proposed route. If your special event deviates from the approved route or map without, you may be denied a permit for your event in the future.
3. Submit your completed application and accompanying information to the Parks Office at 900 Quay Street, Manitowoc, Wisconsin at least 60 days before your planned event.

## Fees

1. Fireworks, alcohol service and stake permit fees are standard and non-waivable.
2. A late fee of \$100 is charged for any special event request submitted less than 60 days before the planned event. Fee waivers for extraordinary services will not be granted for late applications. Decisions regarding reduced fee requests for Aquatic Center and mini-golf fees will be made according to the Park & Recreation Ticket & Pass Donation Policy.
3. A late fee of \$300 is charged for any special event request for failing to provide adequate insurance at least 30 days prior to the event.
4. Event holders requesting delivery of items rented from the City will be charged a delivery fee based upon the total cost of items rented.

## **Review Process**

**Applications will not be accepted until complete, including all supporting documentation.**

Completed special event requests will be reviewed by various City departments who will consider the staff and equipment costs to the department; potential public health or safety concerns; the use of City property, and to ensure the appropriate level of insurance coverage exists. You may be contacted by a City staff member if questions or concerns arise during the review process. After departmental review is complete, special event requests will be forwarded to the Special Events Committee which shall consist of the Public Infrastructure Director, Finance Director, Fire Chief, Police Chief, and City Attorney or their designees and, which shall meet weekly. You will receive a letter after the Special Events Committee meets regarding approval unless the event includes street closures, a noise ordinance waiver, permission for alcohol in a park or an extension of premise where Common Council approval is required. In the case of Council approval you will receive a letter regarding your event after the Council meeting. Common Council Meetings are held on the third Monday of each month. The Special Events Committee shall submit a monthly report to the Common Council of events being held, fees charged, and fees waived. If you are requesting a waiver of fees, it is encouraged that you support the City of Manitowoc community.

### **Request Denials**

The City of Manitowoc reserves the right to deny any special event request if the event is incompatible with the requested area, or conflicts with other scheduled or unscheduled park activities or if public safety concerns are not appropriately addressed.

## **Event Security**

**Contact Person.** Each special event request shall identify a designated contact person who will be onsite at the event and who can be reached **at any time during the event** by police or fire personnel or city staff.

**Onsite Security.** The event sponsor shall be responsible for ensuring an appropriate number of uniformed security personnel is on hand for the event. Security personnel are required at the rate of one 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 security personnel in the alcohol concession area that are easily identifiable as event security by a vest or shirt.

For example, if you are serving alcohol for an event at Citizen Park with 200 people, you would need three security people (two in the alcohol concession area, plus one additional person). The Police and Fire Departments reserve the right to modify these ratios as necessary to ensure citizen safety.

**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.

## **Insurance**

Any event other than a residential block party will be required to provide proof of comprehensive general liability insurance 30 days prior to the event. Policy requirements are available on page 16 and 17 of this booklet. Please be aware that you must submit both a certificate of insurance and an endorsement naming the City of Manitowoc as an additional insured. The Clerk's Office will contact you to obtain your insurance and endorsements once your event has been approved. Failure to submit adequate insurance may result in the event being cancelled and the City will not be held liable for any expenses already incurred. If insurance is not submitted 30 days prior to the event a \$300.00 late fee will be charged.

## **Compliance with Laws**

Sponsors of events in the parks or public right-of-way must comply with all applicable park rules, city ordinances and applicable state and federal laws.

## **Damage to Property and Lost Keys**

Damage to property includes but is not limited to vandalism, defacement, and breakage to any buildings, fences, equipment, gardens, trees, tables, barrels, etc. Additional charges may be assessed to event sponsors for the repair, cleaning and restoration of damaged property. A fee for re-keying will also be charged for any lost keys or padlocks.

## **Food and Beverage Concessions**

Where food and/or beverage concessions are available, special event sponsors are responsible for securing all necessary licenses and permits from the City and from the Manitowoc County Health Department. All beverages must be dispensed in paper or plastic containers or aluminum cans.

## **Alcohol**

Alcoholic beverages are not permitted in Washington Park, Union Park, Riverview Park, Pulaski Park, Lincolnshire Park, Henry Schuette Park, Mariner's Landing, Municipal Athletic Field, or Camp Vits Park, except where a waiver of the alcohol restriction and the proper alcohol license has been obtained. Fermented beverages can only be sold on City property until 11:00 p.m., unless an extension has been approved by the City of Manitowoc Common Council. A licensed bartender must be present at all times at each location where alcohol is served.

All beverages must be dispensed in paper or plastic containers or aluminum cans.

## **Noise Control**

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.

A loudspeaker or other similar electronic sound amplification system cannot be used between the hours of 10:00 p.m. and 8:00 a.m. or where the contemplated use is within 500 feet of a hospital at any time or within 500 feet of any church or school when the church or school is in session. Special event organizers may apply for an exemption from the noise ordinance.

### **Portable Restroom Facilities**

In addition to restroom facilities available in the park area, portable toilets 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 at the park. 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 insure the proper functioning of the toilets and adequate supply of toilet paper.

### **Erection of Tents, Fences, Bounce Houses, Signs, Etc.**

A stake permit is required to erect any tent, canopy, bounce house, 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 tent fire safety guidelines.** For events with bounce houses, the submitted certificate of insurance must –explicitly provide that bounce house operations and liability are included.

Advertising signs or directional signs for the event may only be placed on the day(s) of the event. Signs placed in City property require approval by the Common Council.

## Utilities

Should an event require more utilities than what is available, it shall be the sponsor's responsibility to obtain the necessary utilities. Any temporary installation of electrical services on City property must be approved in advance by the City Electrician with the total cost to be borne by the sponsor.

## Parking & Traffic Control

The sponsor must notify the Police Department in advance if traffic control will be needed. The sponsor is responsible for regulating the parking of vehicles and must provide an adequate number of individuals to control and regulate the parking if needed. Parking on the grass is not permitted.

No heavy vehicles may be driven on grassy areas of City property without prior approval. Sponsors will be responsible for the repair of any damaged ground, including, but not limited to, vehicle rut repairs or damage to berms or turf. Damage repair will be billed on a cost recovery basis.

## Clean Up and Refuse

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.** All portable objects such as tents, fencing, port-a-potties, etc. must be removed by the applicable clean up deadline.

If cleaning is not accomplished by the event sponsor within the time allotted and must be accomplished by the Parks Division, the sponsor will be billed on a cost recovery basis.

## **Residential Block Parties**

To a host a residential block party (not affiliated with an organization), the applicant must complete the permit application, and provide a map showing the area requested for a block party, including the intersecting streets. Block party hosts must contact all affected residents prior to applying.

Required traffic control and street closure items will be determined by the Department of Public Infrastructure. Use of the traffic control items for the purpose of closing off the street is provided free of charge. The applicant is responsible for making an appointment and picking up and returning the traffic control items. You may pick up your items at 2655 S. 35<sup>th</sup> Street between 7 AM and 2:30 PM on the last business day prior to the event, and rented items shall be returned to the same location on the next business day following the event. The applicant is responsible for lost, stolen or damaged items.

Any debris must be removed immediately from the street and terrace. Per City of Manitowoc ordinance, **block parties must be concluded and the road opened by 11 PM.**

Organizers of a block party for an organization should complete a Special Event Application instead.

## **Parades**

Sponsors are strongly encouraged to use one of the established parade routes. Sponsor must submit a map which designates the specific route requested. The map must include the direction of travel, as well as the assembly and dispersal areas.

Sponsors will be required to rent the appropriate number and type of traffic control items for street closure, as determined by the Police Department, to insure public safety. City employees will install the necessary traffic control items for parades.

The Police Department will be responsible for posting temporary “no parking” signs along the parade route, if necessary. Sponsors are responsible for cleaning the parade route. This includes the paved street area, sidewalks and terraces. If the sponsor does not clean the route within the allotted time and clean up is done by City staff, the sponsor will be billed for the clean up on a cost recovery basis.

## Runs, Walks, Races

Sponsors are strongly encouraged to hold the event in a park or on designated trails. If the event is held outside of those areas, it is recommended to use sidewalks, avoid high traffic areas, not cross major streets, and cross streets at controlled intersections. If such an event will be held on any portion of a state highway, such as Highway 42 / Waldo Boulevard, a permit must be obtained from the Wisconsin Department of Transportation.

A map designating the specific route requested must be submitted with the application. The map must include direction of travel, assembly and dispersal areas, checkpoints, if any, and location of road guides, if used. Checkpoints must be located so that both the checkpoint and the participant can be accommodated on the public right-of-way. The City of Manitowoc cannot grant access to privately owned property. In order to use private property, the event organizer must obtain written permission from the property owner and submit with the Special Event Application. Road guides must be provided at all uncontrolled intersections. Road guides must wear orange or yellow reflective safety vests, which are available for rent from the Department of Public Infrastructure.

If swimming is a part of the event, the event sponsor must provide certified lifeguards. Proper boating safety protocol and personal flotation devices are expected for all events involving small watercraft.

Sponsors may rent traffic cones, which are necessary to delineate a route or assembly area, from the Department of Public Infrastructure. It is the sponsor's responsibility to place the traffic cones and to subsequently remove them. Sponsors are responsible for lost, stolen or damaged traffic cones.

Sponsors are responsible for cleaning the run/walk/race route. This includes the paved street area, sidewalks and terraces. Cleaning includes the removal of all signs, flags, etc., which were put up by the sponsor to provide participants with race directions. **Use of spray paint on pavement is not permitted. If routes are to be marked, call 686-6550 to confirm your marking material is approved.** Clean up must be completed by 9 AM the day after the conclusion of the event. If the sponsor does not clean the route the City will clean up and the sponsor will be billed on a cost recovery basis.

Activity participants on bicycles must obey all rules of the road required by city ordinance/state statute.

## **Use of Park Facilities**

Special events held at City parks or on and around City park buildings must comply with all park rules including park hours rules. City parks remain open to the public during your event. Except for Camp Vits, which is closed from dusk to dawn, all City parks close at 11 p.m. Events held within fieldhouses and park cabins must conclude by midnight and cleanup must be completed by 2 a.m.

The granting of a Special Event does not guarantee the availability of any park facilities. Applicants are responsible for reserving any facilities they would like to use.

**Questions regarding special events should be directed to one of the departments below:**

**Department of Public Infrastructure**

***Parks Division & Streets & Sanitation Division Offices***

900 Quay St., Manitowoc, WI 54220

Phone: 920-686-3580 (Parks) / 920-686-6550 (Streets)

Counter hours: Weekdays 8 AM—4 PM

Email: [parkadmin@manitowoc.org](mailto:parkadmin@manitowoc.org)

***Recreation Division***

3330 Custer St., Manitowoc, WI 54220

Phone: 920-686-3060

Office hours: Weekdays 8 AM—4 PM

**Clerk's Office**

900 Quay St., Manitowoc, WI 54220

Phone: 920-686-6950; Fax: 920-686-6959;

Office hours: Weekdays 7:30 AM—4:30 PM

E-mail: [clerk@manitowoc.org](mailto:clerk@manitowoc.org)

**Police Department**

910 Jay St., Manitowoc, WI 54220

Phone: 920-686-6500, Fax:920-686-6588

Office hours: Weekdays 7:30 AM—4:30 PM

**Fire Department**

900 Quay St., Manitowoc, WI 54220

Phone: 920-686-6540, Fax:920-686-6545

Office hours: Weekdays 7:00 AM—4:00 PM

**Digger's Hotline**

Phone: 1-800-242-8511 or Dial 811

**Manitowoc County Health Department**

1028 S 9th St., Manitowoc, WI 54220

Phone: 920-683-4155, Fax:920-683-4156

Office hours: Monday 8:30 AM—5:00 PM

Tuesday—Friday 8:30 AM—4:30 PM

**Fillable forms for Special Events and other City forms you may need are available online at [www.manitowoc.org](http://www.manitowoc.org).**

SPECIAL EVENTS: Insurance Requirements

	<b>LEVEL OF COVERAGE</b>
<i>Commercial General Liability Coverage<sup>1</sup></i>	
<b>Each Occurrence</b>	\$1,000,000
<b>Damage to Premises</b>	\$1,000,000
<b>Medical Expenses<sup>2</sup></b>	\$5,000
<b>Personal &amp; Advertising Injury</b>	\$1,000,000
<b>General Aggregate</b>	\$2,000,000
<b>Products &amp; Completed Operations</b>	\$1,000,000
<i>Automobile Liability<sup>3</sup>: Either Combined Single Limit or Bodily Injury &amp; Property Damage Coverage</i>	
<b>Combined Single Limit</b>	\$500,000 each accident
<b>Bodily Injury</b>	\$250,000 each person \$500,000 each accident
<b>Property Damage</b>	\$100,000
<i>Worker's Compensation and Employers' Liability</i>	
<b>Worker's Compensation</b>	as statutorily required
<b>Employer's Liability</b>	\$100,000/accident, \$500,000 disease policy limit, \$100,000 disease/employee
<i>Alcohol Liability<sup>4</sup></i>	
<b>Alcohol Liability Coverage</b>	\$500,000 each occurrence, \$500,000 aggregate

Bounce House <sup>5</sup>	
<b>Bounce House Coverage</b>	\$1,000,000 each occurrence, \$2,000,000 aggregate Certificate to specifically state it covers bounce houses.

All insurance for special events is required to be primary coverage and any insurance or self-insurance maintained by the City of Manitowoc, its officers, Council members, agents, employees, or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in full force throughout the entire event, including the clean up period after the event.

The City of Manitowoc and its officers, Council members, agents, employees, and authorized volunteers shall be listed as Additional Insured on General Liability Coverage, Comprehensive Automobile Coverage and Umbrella Coverage. An Additional Insured Policy endorsement must accompany the Certificate of Insurance. **PLEASE NOTE:** this is a separate document from the certificate of insurance.

A copy of the certificate of insurance must be on file with the City Clerk at least 10 days prior to the event occurring. The City of Manitowoc requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage. The insurance coverage must be provided by an admitted carrier in the State of Wisconsin.

<sup>1</sup>Claims made policies are not acceptable.

<sup>2</sup>For any one person.

<sup>3</sup>Must apply to any automobile, whether owned, non-owned, or hired.

<sup>4</sup>Required if alcohol is being served.

<sup>5</sup> Required for any event where bounce houses will be present

## NOTES

## **NOTES**

