

SPECIAL EVENT

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GUIDE



CITY OF MANAWA

500 South Bridge Street, Manawa Wisconsin 54949



*Welcome!.....*Thank you for considering hosting your next event in the City of Manawa.

We're proud to partner with many individuals and organizations that offer dozens of diverse and entertaining special events and festivals that make Manawa an exciting attraction. These events enhance the lives of many and attract visitors to our beautiful city.

If you are contemplating a future event and need assistance you have come to the right place. Feel free to contact us as our staff has years of experience which can lead you to a successful outcome. Contact information can be found on the last page of this guide.

Included in this guidebook is information on all the rules and regulations you will need to know to have a safe fun celebration. Please read this guide carefully as City policies and ordinances are periodically updated. The enclosed information should easily guide you step-by-step throughout process, but if you have questions, don't hesitate to give us a call. Our contact information is on the back cover. If you have general questions about the process or filing out the application, please call the Manawa City Hall (920-596-2577).

Obviously you need time to advertise for your event, which in turn also means we need time to process your requests and application. So advanced planning is key and can make or break your event. **All requests will be submitted a minimum of 45 days in advance of the event** for city staffing to review and approval. Keep this in mind during your advertisement timelines. Plan on submitting your requests 45 days in advance of your advertising campaign so you have the approved permits before you start spending time and funds to promote your celebration.

Organizing an event can be overwhelming and time consuming, but good preparation is the key and we truly hope your efforts translate into a safe, enjoyable and memorable celebration.

So....Let's continue.....What is a "Special Event"?

Per the City's special event policy.....

....A "Special Event" means any planned occurrence on a public right of way or public premises, including, but not limited to, parades, gatherings, festivals and athletic events which are not within the normal and ordinary use of that public premises or place or which, by nature of the event, may have a great impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary, or intended use of public facilities or property shall be determined by the City Department that maintains jurisdiction over the proposed venue.

**** **SPECIAL NOTE** : If your event is held on private property or does NOT otherwise meet the definition of a special event, certain regulations may still apply. Please contact the City Clerk Office for more information.

YOU MAY ASK, WHEN AND WHERE CAN I HOLD MY SPECIAL EVENT?

Will your event be held in a city park? If yes, you will first need to contact the City of Manawa Clerks Office to make a reservation. The city has numerous locations that you can use for your celebrations festivities. It is typical that park rentals are booked as early as 1 year in advance of the event. Fees may vary on the request of the venue. Reservation dates can fill up quickly so the sooner you can make the reservation the better off you will be at obtaining your desired date. Reservations can be made on line at cityhall@wolfnet.net , over the phone or in person at the Manawa City Hall. Special event in City parks may require a map to describe the layout of your event to ensure the event will utilize park resources as they are intended. Before any stakes or materials are driven into the ground permission must be granted in advance by members of the Manawa City Council and all area utilities must be marked by calling Diggers Hotline. Please communicate your plans with City Officials.

WILL YOUR EVENT BE HELD ON A PUBLIC STREET OR RIGHT OF WAY?

If so, the city street closure permit will be needed to be obtained. There may be some limitations on the use of certain streets during street construction season. Also, keep in mind that if your request is to close a street which is also designed as a County or State Highway, a street permit will also be required from the Waupaca County Highway Department or the State of Wisconsin. Examples include County N (Union Street) County B (Howard Street & South Bridge Street) and State Highway 22/110. To contact the Waupaca County Highway Department for a street closure permit please contact 715-258-7152. County or State street closures will require a detailed map layout of your event. The map will indicate which streets needed to be closed, where barricades need to be placed and where you are proposing to re-route traffic. Event sponsors will be responsible for obtaining barricades and placing them in the proper locations. City assistance may be required for larger events. Other considerations, will you have adequate parking near your event? Larger events should consider off-site parking with shuttling participants to the celebration. Ensure adequate parking is available and designated near your event for those with disabilities. Check with the Manawa City Hall Clerk for current fees. If you have questions about street closures or need assistance with your closure plan, please contact the City of Manawa Clerks Office or the Police Department.

WHAT ABOUT HOLDING A PARADE

Per our City ordinances those looking at sponsoring a parade need to request a special parade permit for the street closure. Parade permits can be obtained by contacting the City of Manawa Clerks Office or the Police Department.

BY THE WAY, DO I NEED SECURITY?

Public safety is always important when holding such events or gatherings. So depending on the event type and the number of people expected, security personnel may be required at the event. Each event will designate a person to be in charge of the event and who can be contacted at any time by City officials. The number of security personnel and requirements will be determined by the Chief of Police or his designee, as they deem necessary during the application review process. If you have questions on potential security needs please contact the Chief of Police.

AM I GOING TO NEED A LICENSE TO SELL FOOD?

The City of Manawa does not require a license for food sales; however, the County of Waupaca does have regulations and may require a Non Profit Temporary Food Service License. For more information please contact the County Sanitarian at Health and Human Services Office.

CAN I LIGHT UP THE SKY WITH FIREWORKS?

Per City of Manawa Ordinances (Chapter 155), it is illegal to ignite fireworks or pyrotechnics within city limits without a special permit approved by the Manawa City Council. The user fee for this permit is **\$100.00** and must be received by the City Clerk no less than 45 days prior to the requested date of use. For more information on Fireworks please contact the Manawa City Clerk.

CAN I SERVE, DISTRIBUTE AND SELL ALCOHOLIC BEVERAGES?

If you plan on selling beer or wine at your event, a “Temporary Class B Picnic License” (per City Ordinance Code Chapter 86 & 147) is required. Temporary licenses can only be granted to a bona fide non-profit organizations which have been in existence for at least 6 months prior to the application. On the day of the event, at least one person who holds a valid City of Manawa Operators (bartenders) license or temporary operator’s license must be present on location during all sales transactions. A fee for a Temporary Class “B” Beer / Wine License is **\$ 25.00** for each license

For more information on all licensing and permit applications please contact the City Manawa Clerk’s Office.

LOOKING TO SELLING SOMETHING? YOU WILL NEED A PEDDLERS LICENSE

City Ordinances allow transient merchants, peddlers and sellers to conduct business in the City of Manawa. However, they need to be registered and licensed with the City prior to engaging in direct sales or solicitation within the City limits. An application for merchants and solicitors can be obtained at the City Clerk’s Office and must be accompanied with a processing fee.

There is a **\$50.00 fee** for each applicant selling or peddling. There is a **7 day** limit and a **\$10.00** fee for each **7 day** extension.

You need to show proof of liability insurance.

A drivers license must be provided from each peddler.

A full and complete application must be filled out by each and every merchant or vender.

Any missing information and the application is deemed null and void.

Hours of solicitation are from 9:00am to sunset.

After receipt of application each and every merchant or vender will be subject to a background check from the Police Department.

For more information on these regulations, please contact the City Clerk’s Office.

GETTING A ROOF OVER YOUR HEAD

Tents, are sometimes necessary in sponsoring a special event. However, they are considered “Temporary Structures” and are regulated by fire code to ensure public safety. Below are some of things that need to be addressed:

Tent fabric and structures must be flame resistant.

The tents must be no less than 10 feet away from any permanent structure.

Fire extinguishers need to be present.

Sufficient exits need to be provided and marked.

Capacity signs are required.

Exit lights need to be installed and illuminated at all times.

Emergency lighting shall be installed and fully operational.

Generators and other internal combustion power sources need to be a minimum of 5 feet from the structure.

Enough fuel must be provided for uninterrupted operations during the event and a minimum of one portable fire extinguisher shall be provided.

Extension cords shall serve only one portable appliance and shall be properly rated for that device.

No Smoking shall be allowed inside the structure.

Heating devices shall be approved and UL listed.

If you are planning to have a large tent at your event that will provide shelter for your spectators, please contact the Manawa City Hall, Manawa Fire Department or the Public Works Director to address any concerns.

BONFIRES

Sorry, restrictions and regulations are in place to protect the public from the dangers of spreading fires. In general Chapter 152, open fires and bon fires are strictly prohibited. However, there are some exceptions to the rule such as outdoor cooking and ceremonial events. There will be no fees assessed for a Bon-Fire as long as there is a certified firefighter on scene during the event. A **\$50.00** Municipal Service charge will apply if the City has to summons a firefighter. The organization will be responsible for the firefighter’s wage.

For more information please contact the Manawa City Clerk’s office or the Manawa Rural Fire Department.

ANIMALS

Sorry, you can’t bring your puppy to the celebration. Special events are great for people, but many times they are not so great for your favorite pet. For example, large groups of people or loud vehicles and music at a parade can frighten an animal and make them do things they may not normally do. Per ordinance animals are prohibited on public property at the time a special event is taking place with more than 100 people. Exceptions do apply when animals are specifically trained to assist someone with disabilities or animals assisting emergency personnel.

For more information please contact the Clerk’s Office at the Manawa City Hall.

WASTE

Event planning should include requirements for sanitation and waste management. The last thing you want people to remember is how long they had to wait in line to use a toilet or see trash strewn about because there were not enough trash containers. The City of Manawa does not have regulations on toilet facilities; however, Wisconsin Code 55.32 states that approved toilet facilities for each gender shall be provided with the following requirements: 1 toilet for each 75 males, 1 urinal for each 50 males, and 1 toilet for each 30 females. Please note that due to the new ADA laws, handicap accessible portable toilets are required to be available with regular size toilets. Typically you need 5% of the units to be ADA accessible in a “cluster”. These toilets need to have an accessible path to them as well.

GARBAGE

If you need garbage cans for your event, please contact the Manawa City hall or the director of Public Works. Fifty Five gallon containers can be borrowed for your event; however, in many cases the event sponsor will be responsible for cleaning them out and disposing of the trash. For larger events, dumpsters can be retained by calling a sanitation company. The event sponsor is responsible for that.

RECYCLING

Why think about recycling at your special event? Well, because it's the law! Waupaca County has bins available for rent to clearly show people which containers are marked for recycling. For more information about renting recycling bins call Waupaca County Solid Waste Department.

ADDITIONAL POWER SOURCES

Are you in need of special electricity needs at your event? Depending on where the event is located the City may be able to supply you with extra temporary power at the site of your event. If not you may consider the use of a generator. In the event that your celebration is on public property, advanced permission is required before temporary electrical changes can be made as you may be responsible for those electrical cost.

For more information please contact Manawa City Hall or the Manawa Public Works Director.

COMPASSION FOR PERSONS WITH DISABILITES

In 2010 the Federal Government passed a new ADA (American Disability Act) regulations which require governments to make special accommodations so that those with disabilities have opportunities to access the same programs and services that everyone else can. For example, if your event is held in the middle of a grassy area in a city park, considerations will need to be made to allow those with mobility disabilities access to the event as grass is not considered an accessible surface.

Please contact the City of Manawa Clerks Office if you have questions or need guidance in making your event ADA accessible.

INSURANCE? YES YOU WILL NEED IT!

For most events, depending on the number of spectators and the types of activities, the City of Manawa has insurance requirements that need to be met and followed. A Certificate of Liability Insurance is required. No insurance required hereunder shall be carried with an insurer not authorized to do business in Wisconsin. The City reserves the right to disapprove any insurance company. A minimum AM Rating of VII is required.

INDEMNIFICATION

The applicant / organization shall indemnify, defend and hold harmless the City of Manawa, its officers, employees and volunteers from and against any claims, damages, losses and expenses arising out of the applied for activity / event except where caused by the sole negligence or willful misconduct of the city.

NOTICE OF CANCELLATION

The City of Manawa requires a 10 day written notice of cancellation. If this is not met the sponsor of the event will lose all posted monies associated with the event fees. Sole discretion remains with the city.

SPECIAL EVENT CONTACTS



M.P.D



Manawa City Clerk's Office
500 South Bridge Street
Manawa Wisconsin 54949
Phone # 920-596-2577

Manawa Police Department
500 South Bridge Street
Manawa Wisconsin 54949
Phone # 920-596-3390

Manawa Rural Fire Department
500 South Bridge Street
Manawa Wisconsin 54949
Phone # 920-596-2593

Manawa Department of Public Works
500 South Bridge Street
Manawa Wisconsin 54949
Phone # 920-596-2577

Waupaca County – Solid Waste & Recycling
811 Harding Street
Waupaca Wisconsin 54981
Phone # 920-258-6240

Waupaca County Health and Human Services
811 Harding Street,
Waupaca Wisconsin 54981
Phone # 920-258-6300

SPECIAL EVENT PERMIT APPLICATION

CITY OF MANAWA, WISCONSIN

500 South Bridge Street, Manawa Wisconsin 54949

Phone # 920-596-2577

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Name of Organization (N/A if private group): _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____ Cell: _____

E-Mail: _____

Organization Webpage: _____

CONTACT INFORMATION

~ Primary and Secondary Contacts Must Be On Site at all Times During the Event ~

Primary Contact: _____ Cell Phone # _____

E-Mail - _____

Secondary Contact: _____ Cell Phone # _____

E-Mail - _____

SPECIAL EVENT INFORMATION (Check the Appropriate Boxes)

- | | | | | |
|---|--|---------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Run/Walk | <input type="checkbox"/> Rally | <input type="checkbox"/> Parade | <input type="checkbox"/> Wedding | <input type="checkbox"/> Public Assembly (Political Purposes) |
| <input type="checkbox"/> Fair | <input type="checkbox"/> Music / Concert | <input type="checkbox"/> Picnic | <input type="checkbox"/> Block Party | |
| <input type="checkbox"/> Sporting Event | <input type="checkbox"/> Car Show | | | |

Other : _____

WILL THE EVENT HAVE: (Check the appropriate Boxes)

- | | | | | |
|---|------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/> Bounce House | <input type="checkbox"/> Rock Wall | <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Vehicles | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Bungee Jumping | <input type="checkbox"/> Dunk Tank | <input type="checkbox"/> Water Slides | <input type="checkbox"/> Trampoline | <input type="checkbox"/> Marching Units |
| <input type="checkbox"/> Other High Risk Activity Event | <input type="checkbox"/> Grills | <input type="checkbox"/> Vendor Booths | | |

Event Title: _____

Event Dates: _____

Event Start Time: _____ Event End Time: _____ Estimate Attendance: _____

Event Description:

What special assistance do you need from the City of Manawa?

Are you going to need a Public Safety Health Permit YES NO

Apply with Waupaca County Health and Human Services 715-258-6300. Usually needed for when food is served.

ARRANGEMENT WILL BE NEEDED FOR THE FOLLOWING - (Check the appropriate boxes)

- Rest Room – Port-a-Potty Event Insurance Fire Extinguishers Drinking Water
- Tent Heating EMS – Public Safety LP Gas Natural Gas Electric
- Severe Weather Shelters Generators Barricades Law Enforcement Event Parking Staffing
- Fences Private Security
-
-

IF A PRIVATE SECURITY FIRM IS CONTRACTED

Event Security Provider: _____
Address _____ City: _____ State: _____ Zip _____
Contact Person _____
Phone # _____
Phone # _____

Number of Security personal needed =

SPECIAL EVENT PERMITS INFORMATION

- Fill out each of the corresponding sections based on the details of your event. Individual Permits will need to be obtained for certain aspects of your event.
- This application does not address all aspects you may need to comply with your event, this application is only applying for City required permits. For example the City of Manawa does not require special permits for food sales, however Waupaca County has regulations and permits that may need to be obtained. Waste, recycling and toilet facilities also need to be available. Special considerations should also be addressed to include those with disabilities per federal ADA laws. For more information please reference the “Manawa Special Events Guide”.
- This application must be submitted no less than **“45 DAYS”** in advance of your event so that staff can review and approve your permits.
- A copy of your insurance documents, your insurance certificate of insurance will need to be submitted to the City of Manawa no less than **7 days prior to your event**. Failure to do so will result in your application being considered as null and void and your permits will be cancelled.
- All applicants will need to sign the “Indemnification Agreement” and “Fees” section found on page 19 and 20 of this application.
- For more information on each permit, please reference the appropriate department to contact at the end of each section.

Once the application has been completed please return to the City of Manawa Clerk’s Office for processing.

EVENT LOCATION

- City Park
- City Street
- Other City Owned Property : _____

Check All That Apply :

- _____ Lindsay Park Shelterhouse - Section A
- _____ Triangle Park - Section A
- _____ Street Closure - Section D
- _____ Parade - Section E
- _____ Music - Section B
- _____ Tents - Section G
- _____ Beverage Sales - Section H
- _____ Fireworks - Section F
- _____ Security Request - Section C
- _____ Bonfire - Section J
- _____ Peddlers License – Direct Sales in the City Permit

****** PLEASE GO TO THE NEXT PAGE TO LEARN ABOUT INSURANCE FOR YOUR EVENT?
THEN PROCEED TO THE CORRECT SECTION FOR YOUR SPECIAL EVENT.**

INSURANCE - CLASSIFICATION # 1 – Check Yes or No

Will your event have a crowd size of over 250 but fewer than 10,000?	Y	=	N
Will Alcohol be sold at your event?	Y	=	N
Is your event an animal show or circus?	Y	=	N
Does your event offer carnival rides?	Y	=	N
Does your event offer public transportation?	Y	=	N
Does your event include physical activity, sport event, or public dances?	Y	=	N
Does your event include a flea market or have merchant sales?	Y	=	N
Does your event have carnival rides of kid’s activities?	Y	=	N
Does your event include a parade?	Y	=	N

INSURANCE CLASSIFICATION # 2 – Check Yes or No

Will your event have a crowd size over 10,000 persons?	Y	=	N
Does your event include Fireworks or Pyrotechnics?	Y	=	N

- If you check “NO” to all questions in both Classifications, in most cases you are not required to provide insurance, However the sponsoring organization is responsible for any financial losses which may occur as a result of your activity and you are strongly encouraged to carry adequate insurance to protect yourself and your organization.
- If you checked “YES” for any questions in insurance classification # 1 then you must provide insurance at minimum base.
- If you checked “YES” for any of the questions in insurance Classification # 2 (regardless of any answers provided in classification # 1) then you must provide insurance at a minimum base.
- All certificates of insurance are required to be present to the City of Manawa 7 days before the start of your event, otherwise your permit will be cancelled.
- Understand that these questions are not inclusive of all special event scenarios, after reviewing your event details the city may require you to have additional coverage before your permit is approved.

SECTION A - PARK RENTAL PERMITS

LINDSAY PARK

GENERAL; per city policy, the City of Manawa requires that a fee be paid and permit obtained to reserve the Lindsay Park shelterhouse for a Special Event. To reserve a date and time for your special event the fee must be paid **IN FULL** to the City Clerk’s Office. To register or reserve your event or gather more information please contact the Manawa City Hall at 920-596-2577. See *page 27* for the Shelterhouse Reservation Form.

Lindsay Park shelterhouse rental fee is \$50.00 and there is a \$50.00 deposit returnable if the park is cleaned upon conclusion of your event.

TRIANGLE PARK

GENERAL: use of the Trangle Park is free. Please call the Manawa City Hall to reserve the park. Rules are as follows: no stakes in the ground, no vehicles driven on the park, must clean up after use.

Will you be using electricity? Yes _____ No _____
Will there be music? Yes _____ No _____

Liability insurance is required to use the Lindsay Park or the Triangle Park for a special event.

SECTION B – OUTDOOR MUSIC EVENTS

GENERAL; No person shall make or cause to be made any loud, disturbing or unnecessary sound or noise such as may tend to disturb a person of ordinary sensibilities in or about any public street, alley, park, waterway or any private residence. Maximum sound level is 70 decibels at the property line.

SECTION C - IF SECURITY IS REQUIRED

Upon the review of the application, the Police Chief may require the provider or sponsor of the event to provide additional security coverage on site and during the entire event. There will be an administrative fee for the Police Chief to contact and organize security. The event sponsors will be responsible for the cost of the security.

ADMINISTRATIVE FEE FOR SECURITY

The required fee, per event, will be **\$ 50.00** payable upon initial application.

Music Start Time: _____ am / pm Music End Time: _____ am / pm
Special Note: All outdoor music must stop at midnight.

SECTION D - STREET CLOSURE PERMIT REQUEST

GENERAL; Permits are required for any special event which require any portion of a city street to be closed off from vehicle traffic. Please note that for any county highway to be blocked off within the city limits (for example South Bridge Street is also designated as county Highway B, or Union Street is designated as County Highway N), permits must also be obtained from either the Waupaca County Highway Department. Please fill out the information below so that we may better understand your request. **Fee:** \$25.00 per day of closure.

Please describe which street(s) you wish to close, indicating the start and end intersection locations (for example: Union Street from South Bridge Street to Mill Street):

❖ _____

Please describe exactly when you will need to close off each street and what time each street will be reopened:

❖ _____

STREET CLOSURES DIAGRAM

Street closures will also require a map of your event layout. The map will need to show the following:

- Which street will be closed.
- Where barricades will be placed.
- Where you are proposing to re-route traffic.
- Where you are proposing to place event staffing workers to regulate traffic.
- Your event staffing is responsible for picking up, setting up and returning barricades.
- Barricades can be checked out from the Director of Public Works.

Please indicate how many barricades your event will require;

The event staffing will be responsible for the notification of district city council members and all property owners who will be affected by the street closure.

Check here to indicate that you have attached a listing of all property owners who will be affected by the street closure.

Check here to indicate that you have notified all property owners who will be affected by the street closure.

Check here to indicate that you have attached a map or diagram with this document.

Check here if the fee of \$_____ is included; Method of payment: Check # Cash

For more information or just questions on street and highway closures please contact the Manawa City Hall – 920-596-2577

SECTION E – PARADE PERMIT

GENERAL; The Manawa Police Department wants your event to be safe and enjoyable for everyone. Additionally, the City of Manawa wants to support your parade as a community event, and make sure that it presents a favorable image of our city. *Please fill out the Section C - Parade Permit and Section B - Street Closure sections.*

To achieve that goal, the following parade regulations have been implemented.

- 1). No intoxicated persons shall operate, or assist in operating any parade unit
- 2). No alcoholic beverages will be allowed on or in any parade unit.
- 3). No parade participant may consume, or pretend to consume any alcoholic beverage.
- 4). No candy, gum or other items can be thrown from any unit during the parade procession.
- 5). Anyone wishing to distribute items to spectators must walk alongside the procession and disburse items in a safe manner.
- 6). Disorderly acts of any kind may result in citations being issued to those responsible for wrongdoings.
- 7). Units that present a safety concern because of their size or construction will not be allowed to participate in the procession. Maximum width of a float is 12 feet.
- 8). Parade sponsors are responsible to monitor compliance with these rules.

A copy of the City of Manawa ordinances governing parades is attached and can be found on the city’s website.

PLEASE ANSWER THE FOLLOWING INQUIRES ABOUT THE PARADE

Who is the parade contact person or event organizer; _____

Contact person cell phone # : _____

Parade Start Time; _____ am / pm Estimated end time; _____ am/pm

Parade description; _____

Total estimated number of units in the parade; _____

Will there be peddlers selling during the parade? YES _____ NO _____ (If answer is yes please see the City Clerk for more information)

Check box to ensure that the street closure permit section has been filled out if the parade is on city streets

Make sure to include the parade route and the beginning and ending staging areas.

SECTION F – FIREWORKS / PYROTECHNICS PERMIT

GENERAL: Per local and state laws, the lighting of fireworks or pyrotechnics is prohibited without a special permit approved by the City of Manawa.

REQUIRED DOCUMENTATION:

Permit applications must include the following:

- 1). An aerial map of launch location(s), blast zones and designated seating area.
- 2). Copy of the company’s “FEDERAL EXPLOSIVE LICENSE / PERMIT”
- 3). Copy of the Company’s “NOTICE OF CLEARANCE”
- 4). Copy of the MSDS sheet of the fireworks
- 5). List or invoice of all fireworks to be used and their mortar sizes.

PERMIT FEE ; \$100.00

COMPANY RESPONSIBLE FOR DISCHARGING FIREWORKS:

NAME OF COMPANY: _____
NAME OF CONTACT PERSON: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
OFFICE PHONE # _____
CELL PHONE # _____
FAX # _____

DISCHARGE LOCATION OF FIREWORKS: _____

DATE OF FIREWORKS DISCHARGE: Month _____ Day _____ Year _____
TIME OF FIREWORKS **START TIME:** _____ am / pm **END TIME:** _____ am / pm

Check here if the fee of **\$100.00** is included; Method of payment: Check # Cash
 Check here if all the required documents are enclosed with application:

INSERT INSURANCE REQUIREMENTS

SECTION G – TENTS & TEMPORARY STRUCTURES

GENERAL: Tents are considered “Temporary Structures” and are regulated by fire codes to ensure public safety. Below are some of the items that need to be addressed (this is not an all-inclusive list).

- Tent fabric and structures – must be flame resistant.
- The tent must be no less than 10 feet from any permanent structures.
- Fire extinguishers must be present at all times.
- Sufficient exits and entry thoroughfares must be fully visible and marked.
- Capacity signs are required.
- Exit lights need to be installed and illuminated at all times.
- Emergency lighting shall be installed and fully operational.
- Generators and other internal combustion powered sources need to be a minimum of 5 feet from the structure. Enough fuel must be provided for uninterrupted operations during the event and a minimum of one portable fire extinguisher shall be provided.
- Fuel shall be stored at a safe distance away from any possible ignition source.
- Extension cords shall serve only one portable appliance and shall be properly rated for that device.
- All compression gas cylinders must be secured in an upright position to prevent them from falling or being knocked over. The cap must be on at all times when not in use. LP tanks must be more than 5 feet from any structure barrier material of the tent.

- No Smoking shall be allowed inside the confines of the tent structure.
- Heating devices shall be approved by the Fire Department and UL listed.
- A diagram will be drafted of the structure of the tent and will include all dimensions; width, length and height.

Please provide us with information to help understand your anticipated temporary structure plans. The Fire Chief or his designee may contact you to set up a time to inspect the tent once erected.

Please provide us with information to help understand your anticipated temporary structure plans. The Fire Chief or his designee may contact you to set up a time to inspect the tent once erected. If you have questions please contact the Manawa Rural Fire Department.

Tent Location: (Be Specific) _____
 Anticipated tent size: _____

Who will erect the tent (If company please provide the name and phone number of the contact person)
 Names: _____ or Company _____
 Phone # _____ Cell Phone # _____

Please check the appropriate box if you will have any of the following items in or near your tent:

- Heating / Cooling
- Generator or other internal combustion power sources
- Electrical Outlets / Extension Cords
- BBQ Grills / Open Fires / Propane Tanks / Natural Gas

SECTION H - BEVERAGE SALES

GENERAL: A Special Temporary Class “B” Retailers License is required for the sale of alcoholic beverages (fermented malt beverages (beer) and / or wine) within the city limits of Manawa. This license can only be applied for by a bon-a-fide non-profit organizations who have been in existence for over 6 months prior to the application submittal process. A **\$25.00 per event** is required for each license. Fees are subject to change without notice. Please fill out the application on the following page. Please go to **Page 29** to fill out the Class “B” Retailers License.

SECTION J: BONFIRE PERMIT

FOR PUBLIC AND PRIVATE PROPERTY

Name: _____

Address: _____ **City:** _____ **ZIP:** _____

Phone # _____ **Cell Phone #** _____

Representing Organization: _____

The above mentioned is requesting permission to have a bonfire on, (Date) _____ / _____ / _____ (Time) _____ a.m./p.m., at (Location) _____ within the city limits for the purpose of (EVENT) _____.

FEE \$50.00 Mandatory upon the completion and Submission of this application.

SAID REGULATIONS, for this display shall meet with the following terms and be strictly observed under penalty of arrest.

- 1). Said bonfire shall be under control of the school official, advisor, or requestor as listed below.
- 2). All types of materials used in this display of the bonfire shall be first qualified with the authorities indicated as having jurisdiction before permission is granted. Materials shall be of softwood type - pallets are acceptable. Newspapers and cardboard can be used as ignition materials. NO material such as: Chemical treated wood, vegetation materials, leaves, tree branches, plastics, tree stumps, or any form of refuse (garbage) shall be used as burning materials. Bonfire size shall not exceed the size as listed on the attached enclosure.
- 3). Determinations concerning wind direction, weather conditions, area exposures and other due precautions necessary to prevent personal injury or property damage shall remain within the jurisdiction of the authorities approving such display and their decision to approve or deny shall be considered conclusive.
- 4). Ignition and burning shall be under the direction and control of the fire department. Ignition shall be by the school official, advisor, or requestor as listed below.
- 5). The Fire Chief shall assign for schools and may assign for others, a fire company to the approved location and said company shall remain on the scene until all elements of fire are properly extinguished. No ignition shall be affected until said fire company has arrived at the bonfire scene and final approval has been made.
- 6). NO flammable or combustible liquids shall be used to help start or increase the bonfire burning.
- 7). All persons shall remain a safe distance from the fire location. The safety distance shall be determined, approved and marked before ignition of the bonfire.

 X _____
(Responsible Party Signature)

Date: _____ / _____ / _____

 X _____
(Fire Chief Signature of Approval)

Date: _____ / _____ / _____



CITY OF MANAWA

INDEMNIFICATION AGREEMENT

To the fullest extent allowable by law, Organization hereby indemnifies and shall defend and hold the City of Manawa, its elected officials and appointed officials, officers employees or authorized representatives or volunteers and each of them from and against any and all suits , actions, legal or administrative proceedings, claims demands damages liabilities interests attorneys' fees, costs and expenses of whatsoever kind or nature whether arising before, during, or after completion of the event hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in a whole or in part or claim to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Organization or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this agreement. Organization's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the City of Manawa, or its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this agreement.

In any and all claims against the City of Manawa, it's elected and appointed officials, officers, employees or authorized representatives or volunteers by an individual association with the Organization, contractor hired by the Organization or individual attending the Organization's event, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the organization or any contractor under Worker's Compensation Acts, Disability Benefit Acts, or other employee benefits acts.

No provision of this indemnification clause shall give rise to any duties not otherwise provided for by this Agreement or by operation of law. No provision of this Indemnity clause shall be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to the City of Manawa, it's elected officials, officers, employees or authorized representatives or volunteers under this or any other contract. This clause is to be read in conjunction with all other indemnity provisions contained in this agreement. Any conflict or ambiguity arising between any indemnity provisions in this Agreement shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located.

Organization shall reimburse the City of Manawa, its elected and appointed officials, officers, employees or authorized representatives or volunteers for any and all legal expenses and costs incurring by each of them in connection therewith or in enforcing the indemnity herein provided. Organization's obligation to indemnify shall not be restricted to insurance proceeds, if any received by the City of Manawa, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

Laws, Regulations and Permits: The Organization shall give all notices required by law and comply with all laws, ordinances, rules and regulations pertaining to the event. The Organization shall also be liable for all violations of the law in connection with the event furnished by the organization.

Safety and Security: The Organization shall offer an event so as to avoid injury or damage to any person or property.

In carrying out its event, the Organization shall at all times exercise all necessary precautions for the safety of employees, volunteers, attendees appropriate to the nature of the event and the conditions under which the event is to be held, and be in compliance with all applicable federal, state and local statutory and regulatory requirements including Wisconsin Labor Code; and the U.S Department of Transportation Omnibus Transportation Employee Testing Act. Safety precautions, as applicable, shall include but not be limited to: adequate life protection and life savings equipment; adequate illumination; instructions in accident prevention for all employees, volunteers, attendees, such as the use of machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection, and other safety devices; equipment and wearing apparel as are necessary or lawfully required to prevent accidents, injuries, illnesses; and adequate facilities for the proper inspection and maintenance of safety measures.

I have read and understand the requirements of this agreement with the City of Manawa. I certify that, to the best of my knowledge and belief, that the statement provided within this application are to be true and correct. Furthermore, I have full authority to sign on behalf of the organization and commit on its behalf.

Name: (Print) _____

Signature: _____

Date: ____ / ____ / ____

Notarized: _____

Date: ____ / ____ / ____

Time: _____ am / pm



FEES

Return completed applications and application Fees to:
Manawa City Hall P.O Box 248
500 South Bridge Street, Manawa Wisconsin 54949
Phone # 920-596-2577 / 920-596-3390
E-MAIL - CITYHALL@wolfnet.net
E-MAIL - MANAWAPD@wolfnet.net

Please enclose payment with this application for all required permits and license fees. Fee prices subject to change without notice. Checks can be made payable to the City of Manawa.

<input type="checkbox"/>	LINDSAY PARK SHELTERHOUSE RENT FEE	\$ _____
<input type="checkbox"/>	STREET CLOSURE PERMIT FEE FOR PARADE	\$ _____
<input type="checkbox"/>	STREET CLOSURE PERMIT FEE FOR AN EVENT	\$ _____
<input type="checkbox"/>	TEMPORARY CLASS "B" CLASS "B" RETAILERS LICENSE FEE	\$ _____
<input type="checkbox"/>	FIREWORKS / PYROTECHNICS EVENT FEE	\$ _____
<input type="checkbox"/>	BONFIRE PERMIT FEE	\$ _____
<input type="checkbox"/>	ADMINISTRATIVE FEE FOR SECURITY	\$ _____
	TOTALS:	\$ _____

- I have reviewed the proposed location for the event and determined suitable for our event.
- There are no requested changes or upgrades of safety concerns identified.
- I am requesting the following changes or upgrades. _____

I understand and acknowledge that it is the event organizer's responsibility to inspect the area to where the event is to take place and to notify the City personnel of any safety concerns.

I have reviewed and understand the City's Insurance Requirements for Special Event as described in this document.

I have enclosed in this application the Public Safety Site Plan

I have enclosed other information that we believe to be important or helpful in the application process.

I AM ALLOWED AND AUTHORIZED TO SIGN OR ENDORSE THIS APPLICATION ON BEHALF OF THE CURREENT SPONSOR. THE INFOMRATION CONTANED IN THIS APPLICATION FOR A SPECIAL EVENT PERMIT IS TRUE AND CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. IF THERE ARE ANY CHANGES TO THE SPECIAL EVENT, I AGREE THAT I WILL PROMPTLY NOTIFY THE CITY CLERKS OFFICE OF THOSE CHANGES SO THAT REVISIONS CAN BE MADE.

(Sign Name)

Date: _____

(Print Name)

(Your Official Title)

(Name of Organization)

FOR CITY USE ONLY

Fees paid = Receipt # _____

Indemnification Signed: _____

Certificate of Insurance received: Date: ____ / ____ / ____

Council Notified for Street Closure: Date: ____ / ____ / ____

PERMITS REQUESTED - (Include the permit with the application if approved):

REQUESTED	ENCLOSED		
<input type="checkbox"/>	<input type="checkbox"/>	Street Closure Permit	(Approved) Date: ____ / ____ / ____
<input type="checkbox"/>	<input type="checkbox"/>	Parade Permit	(Approved) Date: ____ / ____ / ____
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Music	(Approved) Date: ____ / ____ / ____
<input type="checkbox"/>	<input type="checkbox"/>	Fire Works / Pyrotechnics Display	(Approved) Date: ____ / ____ / ____
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Class "B" Retail License	(Approved) Date: ____ / ____ / ____
<input type="checkbox"/>	<input type="checkbox"/>	Bon-Fire Permit	(Approved) Date: ____ / ____ / ____

Department Approvals (Provide Department Head Initials)

Police Department _____
Fire Department _____
Public Works Department _____
Parks & Recreations Department _____
Clerk's Office _____




SPECIAL EVENT CONTINGENCY PLAN

TEMPORARY CLASS "B" PICNIC OR GATHERING LICENSE

TEMPORARY CLASS "B" PICNIC OR GATHERING LICENSE

NO. _____

For the sale of Fermented Malt Beverages at a Gathering or Picnic

WHEREAS, the local governing body of the  CITY  TOWN  VILLAGE of _____ County of Waupaca, Wisconsin, has, upon application duly made. Granted and authorized the issuance of a Retailer Class "B" Picnic Gathering (Fermented Malt Beverage) License to _____ to sell Fermented Malt Beverages, as defined by law, pursuant to section 125.26(6) of the Statutes of the State of Wisconsin, and local ordinances;

AND WHEREAS, the said applicant has paid the treasurer the sum of \$ _____ for such Class "B" Picnic or Gathering Fermented Malt Beverage License as provided by local ordinances, and has complied with all the requirements necessary for obtaining such license;

LICENSE IS HERBY ISSUED to the said applicant to sell, deal and traffic in at retail, Fermented malt Beverages at the following described premises:

FOR THE PERIOD from ____ / ____ / ____ TO ____ / ____ / ____

Given under my hand and the corporate seal of the
City of Manawa this ____ day of _____, 20____
City Clerk Endorsement _____

~ CORPORATE SEAL HERE ~

~ THIS LICENSE MUST BE POSTED AND DISPLAYED AT THE LOCATION OF YOUR SPECIAL EVENT ~

~ APPLICATION FOR LICENSE ~

~ APPLICATION FOR LICENSE ~

To the Clerk of the

City

Town of _____

Village

County of _____

The undersigned hereby applies for a license to engage in the business of _____ for the term beginning ____ / ____ / ____ and ending ____ / ____ / ____ .

The applicant agrees to comply with and be bound by all laws, ordinance, rules, regulations and penalties governing the business for which this license is applied for. His business address is: _____

A receipt is submitted herewith, showing the payment of the sum of \$ _____ to the treasurer, in payment of this license.

Dated this ____ day of _____ 20 ____

Signed _____

~ LICENSE ~

~ LICENSE ~

CITY

TOWN

VILLAGE

COUNTY OF _____

WHEREAS, The person hereinafter mentioned has applied for a license for the purpose hereinafter mentioned and has paid to the Treasurer the sum of ; \$ _____

NOW THEREFORE, _____ is hereby licensed to sell, deal and traffic in at retail, Fermented Malt Beverages at the following described premises; _____ for the term of beginning ____ / ____ / ____ and ending ____ / ____ / ____ .

Given under my hand and the corporate seal of the City of Manawa County of Waupaca, State of Wisconsin on this ____ day of _____ 20 ____

City Clerk Endorsement _____

~ CORPORATE SEAL ~

CITY OF MANAWA

LINDSAY PARK – SHELTER HOUSE RESERVATION FORM

NAME OF GROUP/REUNION/TOURNAMENT: _____

YOUR NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

DATE REQUESTED: _____

There are several ball games or tournaments in the park. Remember that you may be sharing the area with them when you reserve just the shelter house.

*There will be a fee of \$100.00 for the rental of the shelter house. If the shelter house is clean after use \$50.00 will be returned to you. It may be easier if you include two \$50.00 checks.

*We require a \$200.00 deposit if you are having a baseball/softball tournament at the park or are a group that will be using the fields on a regular basis.

*Bathrooms and shelter house will be opened by City employees.

*No glass bottles are to be brought into park.

*There is electricity in the park, but bring bulbs in case for the evening.

*You do not need a beer license for family reunions – you only need a license if you are selling beer.

*Park closes at 11:00 PM.

*No animals allowed in the park.

I want to reserve just the shelter house. _____

I want to reserve the shelter house and the softball field. _____

I want to reserve the softball field. _____

I want to reserve the baseball field. _____

Signature

Any questions please call 920-596-2577.

Please send deposit to: City of Manawa

PO Box 248

Manawa, WI 54949

For office use only:

Amount received _____ Date received _____

Amount returned _____ Date returned _____

CLEANING INSTRUCTIONS FOR THE LINDSAY PARK SHELTER HOUSE

Things that must be done after your event and before you leave the Lindsay Park Shelterhouse:

- Counters must be wiped clean with cleaner.
- Floors inside and out must be clean and swept out.
- Garbage bags must be pulled out and taken to the dumpster up front by the sewer plant. And place new garbage bags in the cans.
- When leaving turn lights off and the door must be locked and property must be clean or deposit will not be refunded!!

Items in the shelterhouse that available for you to use when cleaning:

- 2 brooms
- dust pan
- cleaner
- paper towels
- garbage bags

TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE - ADDITIONAL INFORMATION

May be Granted and Issued only to:

- (1) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

"Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

Fee: Not to exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

Duration: The day, or consecutive days, that the specified event is in progress.

Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society or veterans' post in any 12 month period.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.