

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/3/2022

EVENT NAME: Walk to End Alzheimer's

ORGANIZER: Alzheimer's Association - CJ Werlery

E-MAIL ADDRESS: [cjwerley@alz.org](mailto:cjwerley@alz.org)

EVENT DATE: 9/17/2022

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Run/walk up Mariner's Trail to Reed Ave hosted in the YMCA parking lot.

COMMITTEE CONCERNS: Approved on the condition the run/walk has permission from the YMCA to use their lot.

## COMMITTEE DECISION:

APPROVE

DENY

APPROVE	DENY
Todd Blaser /ec Jason Freiboth /ec Courtney Hansen /ec Kim Lynch /ec Dan Koski /ec	

## COUNCIL ACTION REQUIRED:

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## ITEMS TO INCLUDE IN LETTER:

Please obtain appropriate permission from the YMCA to use their lot.
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# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Alzheimer's Association Wisconsin Chapter

Name of Applicant CJ Werley

Street Address 2820 Walton Commons

Mailing Address Ste 132  
(If different)

City, State, Zip Madison, WI 53718

Primary Phone 608-338-8015

Cell Phone 608-338-8015

Email cjwerley@alz.org

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Cari Josephson

On-Site Cell Phone # 920.609.1342

On-Site Security Contact Name \_\_\_\_\_

On-Site Security Contact Phone # \_\_\_\_\_

### EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Missing Map/Drawing

Check box to Attach Required Map/Drawing

The Alzheimer's Association Walk to End Alzheimer's is scheduled to occur on Saturday, September 17. The event site (registration, vendor booths, opening ceremony, start/finish line) occurs in the parking lot behind the Manitowoc - Two Rivers YMCA. The Walk route is a two mile out (north) and back (south) on the bike path adjacent to Maritime Drive. We anticipate approximately 150 Walkers participating in this year's event. A route and site map as well as pictures from last year's event are attached.

Event Name Walk to End Alzheimer's Manitowoc County

Public Event YES  NO

Location Manitowoc - Two Rivers YMCA  
205 Maritime Dr.  
Manitowoc, WI 54220

Estimated Total Attendance 150

Estimated Attendance Unknown  
from outside City of Manitowoc

Staging Area Parkin lot behind Manitowoc - Two Rivers YMCA

Event Website https://act.alz.org/site/TR/Walk2022/WI-Wisconsin?fr

Event Date(s) Saturday, September 17

Event Start Time 8:30 AM  PM

Event End Time 12:00 AM  PM

Setup Date(s) Saturday, September 17

Setup Start Time 5:30 AM  PM

Teardown Date(s) Saturday, September 17

Teardown End Time 12:00 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

## FACILITY REQUESTS

- Facility Location \_\_\_\_\_
- Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_
- Athletic Field(s) Request \_\_\_\_\_
- Special Power Requirements \_\_\_\_\_
- Special Lighting \_\_\_\_\_  
(ex. ball diamonds)
- ADA Accommodations \_\_\_\_\_

## ROUTE

Route map must be submitted with application

- Road Closure  
Describe location(s)  
+ time(s)
- Timed Route
- Road Crossing  
Describe where +  
if assistance needed
- Course Marking  
Describe type
- Sidewalk  
Describe usage

## EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground  
(greater than 6")
- Fencing
- Bounce House # \_\_\_\_\_
- Portable Restrooms # \_\_\_\_\_
- Signs/Banners # Approx. 20 18x24" yard signs  
around site and on the Walk route
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # 3-5 Size 10x10'
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

## EVENT FEATURES

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

## VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises  
Class B License
- Alcohol Served End Time \_\_\_\_\_
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many \_\_\_\_\_
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions

Expected Revenue \_\_\_\_\_

Revenue to be used for \_\_\_\_\_

## SOUND

- Amplified Sound
- Start Time 8:30 AM X PM
- End Time 11:00 AM X PM
- Type of Sound Audio system used for speeches  
and to play music

## EQUIPMENT REQUESTS

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at [www.manitowoc.org](http://www.manitowoc.org).

DELIVERY DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM  PM  LOCATION \_\_\_\_\_

PICKUP DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM  PM  Place Items in original drop-off location after event.

*\*Indicate Quantities on Line*

### GAMES

- Bean Bag Toss \_\_\_\_\_
- Ring Toss \_\_\_\_\_
- Sports Kit \_\_\_\_\_

### STAGING / RISERS

- RISERS – 4' x 8' Wooden Platforms  
6" H \_\_\_\_\_ 12"H \_\_\_\_\_ 18"H \_\_\_\_\_
- Staging – 8'x12' \_\_\_\_\_
- Portable Bandwagon – 35'x8' \_\_\_\_\_

### TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)

- Banquet tables – 8'x40" \_\_\_\_\_
- Benches – 4' wooden \_\_\_\_\_
- Bleachers – 15'x5' portable \_\_\_\_\_
- Chairs – metal, folding \_\_\_\_\_
- Picnic Tables – 6' wooden \_\_\_\_\_
- Picnic Tables – 8' wooden, ADA accessible \_\_\_\_\_

### TENTS

- Tent – 10'x 20' \_\_\_\_\_

### TRAFFIC CONTROL ITEMS

- Barricades – 2' \_\_\_\_\_
- Barricades – 3' \_\_\_\_\_
- Barricades – 8' \_\_\_\_\_
- Barricades – 12' rail-type \_\_\_\_\_
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" \_\_\_\_\_
- Cones – 28" reflective \_\_\_\_\_
- Delineators – 42" reflective \_\_\_\_\_
- Parking posts with concrete base – 42"H (rope or tape not included) \_\_\_\_\_
- Traffic signs (sign only – typically placed on barricades)
  - Road Closed \_\_\_\_\_
  - Road Closed Ahead \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

### MISCELLANEOUS ITEMS

- Disc golf basket – portable \_\_\_\_\_
- Grill – 2' x 3' portable, outdoor \_\_\_\_\_
- P.A. system – microphone, sound board, 2 speakers with stands \_\_\_\_\_
- Post pounder / driver \_\_\_\_\_
- Power pedestal – portable \_\_\_\_\_
- Safety vests \_\_\_\_\_
- Security stanchions \_\_\_\_\_
- Snow fence – 50' rolls – plastic \_\_\_\_\_ wooden \_\_\_\_\_
- Snow fence – posts \_\_\_\_\_
- Ticket booths – outdoor \_\_\_\_\_
- Trash barrels \_\_\_\_\_
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 150

Where do you plan to park vehicles In the Manitowoc - Two Rivers YMCA parking lot

Are there any special parking considerations No  
(VIP, ADA, Security, Emergency Vehicles, etc)

**SAFETY & SECURITY**

The City requires security based on attendance

Do you need assistance from: Police Dept  Fire Dept/Ambulance

Describe Two on-site officers during the walk

Date/Time Saturday, September 17 from 8:30 AM - 11:00 AM

Location Manitowoc - Two Rivers YMCA parking lot

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES  NO   
(If so, please attach)

**ADDITIONAL QUESTIONS**

Please attach any additional information which you feel will assist the Committee in evaluating your request.

Do you have any questions/comments/additional requests?

**LEGAL NOTICE**

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Guidelines and Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 02 / 19 / 1977

Signature of Applicant:  Date: 7/26/2022

E-MAIL

PRINT



Event Parking

Event Site

Nash Family  
Gymnastics Center  
Temporarily closed

Buffalo St

Nash St

Intowoc-Two  
eis-WMCA

