

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/13/2022

EVENT NAME: 5k Fun Run/Walk

ORGANIZER: St. Francis of Assisi Parish - Sara Kinsella

E-MAIL ADDRESS: sara.kinsella274@gmail.com

EVENT DATE: 8/13/2022

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: 5k Run/walk that starts and ends at St. Francis of Assisi Parish on Waldo, reaching out to Magnolia Ave, Nagel Ave, School St, and N. 10th St.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name St. Francis of Assisi Parish
Name of Applicant Sara Kinsella (5K organizer)
Street Address 601 N. 8th St.
Mailing Address _____
(If different)
City, State, Zip Manitowoc, WI 54220
Primary Phone 920.605.6604
Cell Phone _____
Email sara.kinsella274@gmail.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact Sara Kinsella
On-Site Cell Phone # 920.605.6604
On-Site Security Contact Name Paul Kinsella
On-Site Security Contact Phone # 920.377.6189

EVENT INFORMATION

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

Missing Map/Drawing



5K fun run/walk that will start and end at St. Francis of Assisi Parish on Waldo Blvd beginning at 9:00am on 8/13/2022.

Route:

- 1) Waldo Blvd (church) to Menasha Ave.
- 2) Menasha Ave. to Magnolia Ave.
- 3) Magnolia Ave. to Nagel Ave.
- 4) Nagel Ave. to School St.
- 5) School St. to N. 10th St.
- 6) N. 10th St. to Magnolia Ave.
- 7) Magnolia Ave. to Menasha Ave.
- 8) Menasha Ave. to Waldo Blvd (church)

Event Name SFA Parish Picnic 5K Fun Run/Walk

Public Event YES NO

Location St. Francis of Assisi Parish @ Waldo site

Estimated Total Attendance 50

Estimated Attendance 0
from outside City of Manitowoc

Staging Area N. 14th St. between Waldo Blvd and Menasha Ave.

Event Website https://sfamanitowoc.org/parish-picnic

Event Date(s) Saturday, August 13

Event Start Time 9:00 AM PM

Event End Time 10:30 AM PM


Setup Date(s) 08/13/2022

Setup Start Time 8:00 AM PM

Teardown Date(s) 08/13/2022

Teardown End Time 10:30/11:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

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

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 _____

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 As done in previous years, we will place cones on the south side of Magnolia Ave where there is no sidewalk.

Sidewalk Describe usage All sidewalk usage as discribed in route description above as well as on map.

EVENT STRUCTURES

Site map must be submitted with application

- | | |
|---|---|
| <input type="checkbox"/> Staking Structures into Ground
<small>(greater than 6")</small> | <input type="checkbox"/> Carnival Rides # _____ |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Dumpster # _____ |
| <input type="checkbox"/> Bounce House # _____ | <input type="checkbox"/> Stage # _____ |
| <input type="checkbox"/> Portable Restrooms # _____ | <input type="checkbox"/> Tent # _____ Size _____ |
| <input type="checkbox"/> Signs/Banners # _____ | <input type="checkbox"/> Other # _____ Describe _____ |

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time _____ AM PM
- End Time _____ AM PM
- Type of Sound _____

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.

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 25

Where do you plan to park vehicles Roncalli Elementary School parking lot as well as side streets.

Are there any special parking considerations _____
(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 _____

Date/Time _____

Location _____

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?

There are nurses and other medical personell that are involved with this event (both located at the church and along the route) to assist as necessary.
Thank you for your approval of this event in the past, there is nothing new to this event for 2022.

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 2 / 5 / 1978

Signature of Applicant: Sara Kinsella Date: 7/6/2022

E-MAIL

PRINT