

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 6/22/2022

**EVENT NAME:** Running-a-Fair

**ORGANIZER:** Manitowoc County Miracles, John Andrew

**E-MAIL ADDRESS:** [jandreww2451@gmail.com](mailto:jandreww2451@gmail.com)

**EVENT DATE:** 8/24/2022

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Fun run at the Manitowoc County Fair. PD and FD will be onsite to handle safety concerns at intersections

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE	DENY
Todd Blaser /ec Jason Freiboth /ec Billy Hutterer /ec Brock Wetenkamp /ec	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Manitowoc County Miracles  
Name of Applicant John M Andrew  
Street Address 3319 Windwood Ct  
Mailing Address  
(if different)  
City, State, Zip Manitowoc, WI  
Primary Phone 920-683-3043  
Cell Phone 920-860-3716  
Email jandrew2451@gmail.com  
Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On Site Contact Annette Wuellner  
On-Site Cell Phone # 920-652-4135  
On Site Security Contact Name  
On-Site Security Contact Phone #

### EVENT INFORMATION

Missing Map/Drawing

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

This will be the 21st annual "Running-A-Fair" event that the Manitowoc County Miracles will be holding as a fund raising event. The run/walk starts at the fair grounds and proceeds NW on Expo Drive. The Walkers will turn Rt. unto Vista and go to Brookfield Circle. They will then walk the complet circle and exit nto Vista, returning to Expo drive and the Fairgrounds. The Runners will follow Expo drive, crossing Custer and proceed North on Park view road. They go to the farthest extent of the route, and then reuin to the Fairgrounds.

Event Name 20th Annual "Running-A-Fair"  
Location Manitowoc County Fair Grounds and adjoining Streets  
Playing Area Manitowoc County Fair Grounds

Public Event YES  NO  
Estimated Total Attendance 150 walkers/runners  
Estimated Attendance  
from outside City of Manitowoc  
Event Website N/A

Event Date(s) August 24th, 2022  
Event Start Time 6:00 AM  PM   
Event End Time 7:30 AM  PM   
Setup Date(s)  
Setup Start Time AM  PM   
Teardown Date(s)  
Teardown End Time AM  PM   
(Event to not be held if a rain or other force suspends work)

RECEIVED

JUN 18 2022

CITY OF MANITOWOC  
ENGINEERING

## FACILITY REQUESTS

- Facility Location \_\_\_\_\_
- Mariner's Trail FROM \_\_\_\_\_ TO \_\_\_\_\_
- Athletic Field(s) Request \_\_\_\_\_
- Special Power Requirements \_\_\_\_\_
- Special Lighting  
(see illustrations on p. 14) \_\_\_\_\_
- 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) Row name \_\_\_\_\_
- 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 (provide location & time) **None, although the intersection of Expo drive and the Vista Entrance to the Fair Grounds is congested with participants, especially at the beginning of the race.**
- Timed Route \_\_\_\_\_
- Road Crossing (provide location & time if assistance needed) **Assistance is needed at the entrance to the Fair Grounds at the intersection of Vista and Expo dr., plus at the Expo dr and Custer Street intersection.**
- Course Marking (provide type) **None**
- Sidewalk (provide map) **The sidewalk on Expo dr from the East entrance to the Fair to the Vista.Expo intersection. The walkers will also use the sidewalk on the West side of Vista.**

## EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground (greater than 6") \_\_\_\_\_
- Fencing \_\_\_\_\_
- Bounce House # \_\_\_\_\_
- Portable Restrooms # \_\_\_\_\_
- Signs/Banners # \_\_\_\_\_
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- 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](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
- King Toss
- Sports Kit

### STAGING / RISERS

- RISERS - 4' x 8' Wooden Platforms  
6" H      12" H      18" H
- Staging - 8' x 12'
- Portable Bandwagon - 3 1/2' x 3'

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

- Picnic Tables - 8' x 40"
- Benches - 4' wooden
- Bleachers - 15' x 5' 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 - 3'
- 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 barricade)
  - Road Closed
  - Road Closed Ahead
  - 
  -

### MISCELLANEOUS ITEMS

- Disc golf basket - portable
- Grill - 2' x 3' portable, outdoor
- PA system - microphone, sound board, 2 speakers w/stand
- Post pounder / driver
- Power generator - 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 \_\_\_\_\_

Where do you plan to park vehicles \_\_\_\_\_

Are there any special parking considerations (e.g., 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 Traffic Control at Intersection of Expo and Vista as well as Expo and Custer \_\_\_\_\_

Date/Time 6:00 pm on August 24th \_\_\_\_\_

Location Expo and Vista as well as Expo and Custer \_\_\_\_\_

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?

*Fireman with ATV to follow participants on route, if available.*

**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 01 / 19 / 2022

Signature of Applicant: John M Andrew *John M Andrew*

Date: 6/6/2022

Approved

Rejected