

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 6/1/2022

**EVENT NAME:** Hornet Hustle

**ORGANIZER:** Immanuel Lutheran Church - Jaimie Carlson

**E-MAIL ADDRESS:** jmcarlson7@gmail.com

**EVENT DATE:** 9/25/2022

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Timed run for Immanuel Lutheran Church at Lincoln Park to raise \$ for basketball uniforms. Church pays to rent cabin 1, but requests City not rent cabin 2 due to safety concerns & for additional parking.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

Please remind participants that dogs are not allowed in the Lincoln Park Zoo area.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Immanuel Evangelical Lutheran Church  
 Name of Applicant Jaimie Carlson  
 Street Address 916 Pine St  
 Mailing Address \_\_\_\_\_  
 (if different)  
 City, State, Zip Manitowoc  
 Primary Phone 9202424286  
 Cell Phone 920-242-4286  
 Email \_\_\_\_\_  
 Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
 On-Site Contact Jaimie Carlson  
 On-Site Cell Phone # 920-242-4286  
 On-Site Security Contact Name Jaimie Carlson  
 On-Site Security Contact Phone # 920-242-4286

### EVENT INFORMATION

### Missing Map/Drawing

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



Partners in Education of Immanuel would like to host a fun run for the Immanuel families. We will be raising money for our new basketball uniforms. The families will park by Cabin #2 and congregate by and in Cabin #1. The route will be start in the parking lot of Cabin #1, turn left on Lincoln Park Rd, pass the zoo, to N 8th St, left on N 8th St, left on Oak St, left on Lincoln Blvd, and right on Lincoln Park Rd. They will do up to 2 laps and be done.

A water station will be at the starting/finish line in the parking lot of Cabin #1.

I would like to rent and pay for the use of Cabin #1. In the past, the City of Manitowoc has waived the rent for Cabin #2 and reserved it for the event. That way we could park our vehicles over there. Also, for safety reasons, another event would not be going on in Cabin #2 that would create car traffic while the kids were running the course. Thank you for your consideration in this request to waive Cabin #2 fee. As a thank you, we will put your name on the sponsor list of our t-shirts and thank you banner visible at the event.

Event Name Immanuel Hornet Hustle (Fun Run/Walk)

Public Event YES  NO

Location Cabin #1 and Lincoln Park

Estimated Total Attendance 125

Estimated Attendance 0  
from outside City of Manitowoc

Staging Area Cabin #1

Event Website ilutheran.org

Event Date(s) Sunday, September 25 2022

Event Start Time 1 AM  PM

Event End Time 3 AM  PM

Setup Date(s) 09/25/2022

Setup Start Time 11 AM  PM

Teardown Date(s) 09/25/2022

Teardown End Time 5 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAY 31 2022

CITY OF MANITOWOC  
ENGINEERING

*A/N  
6/6/17*

## FACILITY REQUESTS

- Facility Location Lincoln Park Cabin 1
- 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
- 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 # \_\_\_\_\_
- 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 \_\_\_\_\_
- 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 40

Where do you plan to park vehicles Cabin #2 and Lincoln Park Rd

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 N/A

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?

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Thank you for your consideration.

**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 07 / 15 / 1981

Signature of Applicant: Jaimie M. Carlson Date: 5/31/22

**E-MAIL**

**PRINT**



# HORNET HUSTLE MAP

