

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/24/2019

EVENT NAME: HFM Maritime Marathon

ORGANIZER: Manitowoc Area Running Society - Dave Nickels

EVENT DATE: 6/9/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Marathon & 1/2 marathon running event from UW Manitowoc to Point Beach State Forest; use of Mariners Trail, traffic cones & signs; dedicated ambulance at start & finish of race; closure of lift bridge; waiver of noise ordinance from 7 AM to 8 AM

ESTIMATED CITY COSTS:

POLICE	0
FIRE	
PARKS	0
RECREATION	
STREETS	1935
TOTAL DEPT. COSTS	1935

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	50
WAIVED -ROOM TAX	1985
NON-WAIV. STAKE PERMIT	

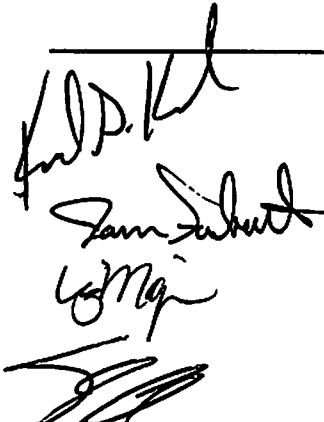
COMMITTEE CONCERNS:

Organizer picks up most items - only a few are delivered

COMMITTEE DECISION:

APPROVE

DENY



COUNCIL ACTION REQUIRED:

Closure of lift bridge & one-way closure on Viebahn St. & Lakeside Blvd.; waiver of noise ordinance from 7 AM to 8 AM

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENTS APPLICATION FORM

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: HFM MARITIME MARATHON

2. Date of Event: 6/9/19 If multiple days, Start Date: End Date: Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 5:30 AM/PM Actual Start Time: 7:00 AM/PM Finish Time: 1:00 AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:

MANITOWOC AREA RUNNING SOCIETY

Name of organization responsible for event

DAVE NICKELS

Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event (920) 242-0899

Telephone # DURING event (920) 242-0899

Contact name DURING event (if different)

604 PINE ST

Street Address

MANITOWOC WI 54220

City, State, Zip

E-mail address dnick440@gmail.com of event organizer

Is the sponsoring organization a 501(c)(3) organization? Yes No

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

UW-MANITOWOC CAMPUS TO POINT BEACH STATE FOREST AND RETURNING TO UW-MANITOWOC CAMPUS. PURPOSE OF EVENT IS TO RAISE MONEY TO DISTRIBUTE TO A LOCAL CHARITY ORGANIZATION.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

Have you reserved the park &/or park facilities? Yes No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? Yes No If yes, which street(s):

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? Yes No



6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? Yes No

If yes, where on the trail will the event begin: MANITOWOC MARINA
Where on the trail will the event end: LIGHTHOUSE INN

When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. **The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.**

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____ Date: _____

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? 1000

How many vendors will be at your event? 0 How many vehicles? 0

Do you require any special parking restrictions? Yes No If yes, what type, when, and where:

Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

Will food be prepared and/or served at the event? Yes No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? Yes No

Will a loudspeaker or similar electric sound amplification system be used outdoors? Yes No

If yes, what hours: 7:00 AM - 1:00 PM

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No

If yes, please describe:

Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? Clean-up Street-sweeping

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? Yes No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? Yes No If yes, please indicate what types of animals, how many are expected, and where they will be located.

What toilet facilities will be made available to your participants? Indoor Outdoor

Please describe the toilet facilities that will be provided, including their locations and the number of units:

30 PORT & POTTIES

Will alcoholic beverages be served/sold? Yes No If yes, a "Special Class B" license will allow sale/service of beer and/or wine. Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. Stake Permit: There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground. The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up. Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy Yes No *@ UAW Int'l*
 Fence Yes No
 Sign Yes No
 Bounce house Yes No If electric, where will item be plugged in? _____
 Other _____ Yes No If electric, where will item be plugged in? _____

If yes for any, give a detailed explanation under #5.

10. Safety and Security for Your Event:

Do you have the correct level of insurance for your specific event? Yes No
 Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? Yes No If yes, please describe:

TRAFFIC CONTROL ON COURSE

DAVE NICKELS (920) 242-0899 (920) 242-0899
 Name of Security Coordinator Phone # before event Phone # the day of the event
DR. MARGE DELO 920-949-1725

Do you have a plan in place to deal with medical emergencies that may occur during your event? Yes No
 The City reserves the right to require a detailed written public safety plan.

11. Fees & Reimbursement: Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment. Stake Permit Fees, License Fees and Delivery Fees will not be waived.

Is a waiver of some or all fees requested? Yes No

If yes, please explain what fees you desire waived or reduced and the reason(s):

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

Yes No

If yes, explain and list specific charges

REGISTRATION FEES

What are your estimated revenues and what will the revenues be used for?

\$40,000 EXPENSES, DONATION

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

12. 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 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 05/13/1954

Signature of Applicant: Dave Nichols

Date: 3/19/19

HEM Maritime Marathon COURSE DESCRIPTION

- Depart Vlebahn Street near intersection with 8th Street.
- Turn left on Lakeside Boulevard to Dewey Street.
- Left on Dewey Street to South 9th Street (on the return leg, an added aid station is on 9th Street at Jaycee Drive).
- Turn right onto South 9th Street to Columbus Street (past Lincoln High School).
- Right on Columbus Street to South 8th Street.
- Left on South 8th Street to Madison Street.
- Right on Madison Street to Lakeview Drive, angling left onto Lakeview Drive, passing 1st aid station and the Lake Michigan Car Ferry terminal.
- Angle left onto Quay Street, past Manitowoc Public Library to South 8th Street.
- Right on South 8th Street, on bridge over Manitowoc River to Mariner's Trail.
- Right on Mariner's Trail going past submarine, behind Best Western Hotel and YMCA, to North Pier.
- Turn right at Blue railing.
- Make u-turn at course marshal on to service driveway.
- Turn right on to Mariner's Trail, staying on Mariner's Trail toward Yacht Club (2nd aid station).
- Staying on Mariner's Trail to Wayside across from Woodland Clinic (3rd aid station).
- First RELAY EXCHANGE is past the flag pole on Mariner's Trail entering the City of Two Rivers.
- Staying on Mariner's Trail to Wayside across from the Honey Pot (4th aid station).
- Staying on Mariner's Trail, angling left over bridge (past McDonald's), once over the bridge, angling right on River Street to Jefferson Street.
- Left on Jefferson Street, past Fisher-Hamilton offices (5th aid station) to 22nd Street.
- Right on 22nd Street over bridge to Jackson Street.
- Right on Jackson Street.
- Angle right off Jackson Street on East Street to Harbor Street.
- Turn left on Harbor Street.
- On Harbor Street angle right to 16th Street to the end.
- Turn left onto Zlatnik Drive entering Neshotah Beach (6th aid station).
- Right onto trail.
- Angle right on new beachfront walkway and stay on it until it ends where
- The beachfront walkway makes a left turn for a short distance and turns right on 22nd Street.
- After a few steps, 22nd Street ends and we turn left on Neshotah Road.
- Stay on Neshotah Road through the bend to the left to Sandy Bay Road.
- Cross Sandy Bay Road onto Rawley Point Trail turning right over bridge on Rawley Point Trail (7th aid station).
- Stay on Rawley Point Trail until trail again intersects with Sandy Bay Road.
- Turn left onto Sandy Bay Road.
- Stay on Sandy Bay Road turning right onto the trail into Point Beach State Park just south of parking lot of Port Sandy Bay.
- Stay on trail until first left.
- Turn left on trail and head back to parking lot to the 12.1 half-way mark and the RELAY EXCHANGE and the 8th aid station.
- Returning to start, runners will turn down Sandy Bay Road following the same route back to the start at the intersection of Vlebahn and College (the start) and turn left on the gravel trail finishing behind the UW-Manitowoc.