

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 3/27/2024

**EVENT NAME:** Walk to End Alzheimer's

**ORGANIZER:** Alzheimer's Association - CJ Werley

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

**EVENT DATE:** 9/7/2024

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Annual run/walk event based in the YMCA lot with route up and down on Mariners Trail.

**COMMITTEE CONCERNS:** Committee does not approve of presented route and directed staff to work with organizer to determine alternative route that doesn't conflict with other events, like the YMCA start/stop and Mariners Trail route that was used in the past.

**WAIVER OF FEES:** Granted

**COMMITTEE DECISION:**

APPROVE	DENY
Dan Koski /ch Courtney Hansen / ch Benjamin Kraynek / ch Jason Freiboth / ch Eric Nycz / ch	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



Friday, March 22, 2024

## Special Event Application

### Approval Status

Not Started

### General Event Information

Event name	Walk to End Alzheimer's
Location	The Wharf Manitowoc
Date	Saturday, September 7, 2024
Event time	8:30 AM - 11:00 AM
Setup date & time	Saturday, September 7, 2024 06:00
Takedown date & time	Saturday, September 7, 2024 10:30

### Applicant Information

Name of Applicant	CJ Werley
Organization name	Alzheimer's Association's Walk to End Alzheimer's
Address	4600 American Parkway, Suite 103 Madison, WI, 53718
Email	cjwerley@alz.org
Phone number	(608) 338-8015
On-site contact name & phone number	(608) 338-8015
Security name & phone number	Manitowoc Co Sherriff

### Event Details

If any questions are not applicable, you can leave them blank.

#### Event description

Held annually in more than 600 communities nationwide, the Alzheimer's Association Walk to End Alzheimer's® is the world's largest fundraiser for Alzheimer's care, support, and research. This inspiring event invites participants of all ages and abilities to join the fight against the disease.

While there is no fee to register for Walk, all participants are encouraged to raise critical funds that allow the Alzheimer's Association to provide 24/7 care and support and advance research toward methods of

prevention, treatment, and, ultimately, a cure.

**Estimated total attendance** 250  
**Event website** act.alz.org/ManitowocCounty

## Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Temporary Class "B" License, and provide Liquor Liability to the Clerk's Office.

**Select all that apply to the event** Collecting monetary donations  
**Expected revenue** 58500  
**Revenue will be used for** Alzheimer's care, support, and research

## Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

### Road Closure

None.

**Road Crossing** See map

**Where are cars parking?** Quay St.

**Describe course markings and if this is a timed route** The walk is untimed, coro yard sign route arrows would be in place along the route

**Time of amplified sound** 8:30 AM - 10:30 AM

**Amplified sound type** Music and emcee via speakers within the Wharf.

## Event Structures

### Safety & Security

Depending on the size and nature of the event, the City may require medical and security services. Organizers should have a first aid kit at the minimum. Events that serve alcohol must ensure patrons are 21 years or older and at least one licensed bartender is on site.

### Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

For the past two years, I've worked with Lieutenant Sean Littlefield at the Manitowoc County Sheriff's Office to have an officer on-site at the event. We anticipate doing the same for this year's event.

## Equipment & Facility Requests

**Facility request** None  
**Athletic field request** None  
**Special power or lighting request** None

Est. equipment cost per day 0

**Equipment request notes**

NA

**Waiver of Fees**

Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not guaranteed. This waiver does not waive late application, late application, and cancellation fees. Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

**Are you requesting a Waiver of Fees?**

Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

**Why should this Waiver of Fees be granted?**

The Alzheimer's Association is a 501(c)(3) non-profit. Additional IRS documentation can be provided as needed.

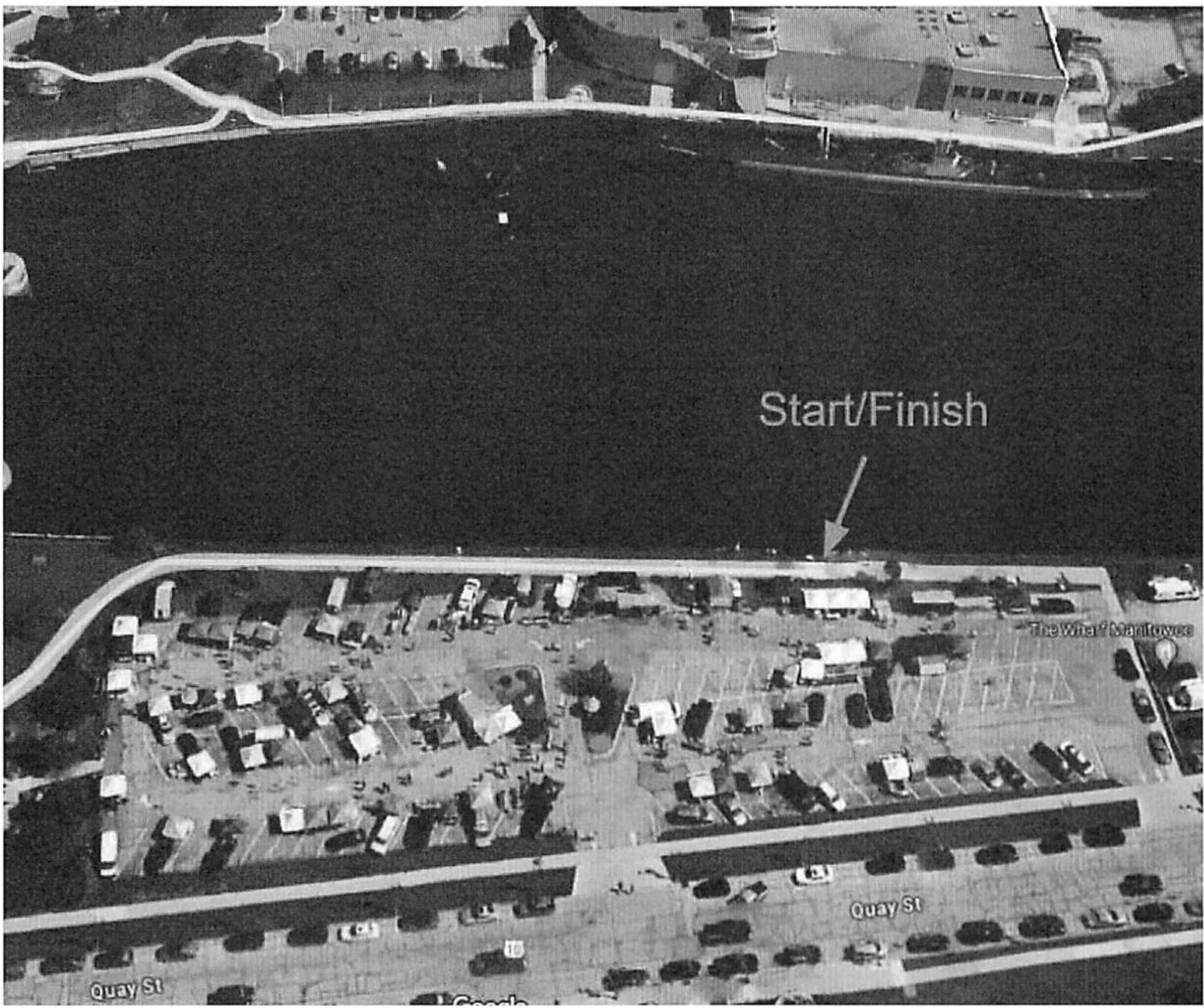
**Map**

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

**Upload map and supporting documents**







Start/Finish

The Wire / Mantowes

Quay St

Quay St

