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 **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 Trial. **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:

Event 1 Copy to: Clerk



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

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

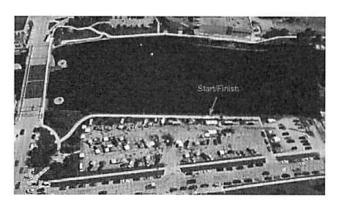
Why should this Waiver of Fees be granted?

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





Questions and comments

The proposed Walk route can be shortened so we're fully clear of additional events happening that day.

Legal Notice and Submission

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.

Applicant date of birth

Saturday, February 19, 1977

Sign

cj werley

