

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/1/2016

EVENT NAME: Carol Rose Wester Memorial Race

ORGANIZER: Carol Rose Wester Memorial, Inc. - Liz O'Brien

EVENT DATE: 8/13/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: 2 & 5 mile run/walk beginning & ending at Red Arrow, use of con. stand & OAS, picnic tables, trash cans, & traffic control items.
Waiver of noise ordinance & dogs in the park rules.

ESTIMATED CITY COSTS:

STREETS	
PARKS	
RECREATION	
FIRE	0
POLICE	0
TOTAL	0

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

SCOT WHITCOMB
TMS
Kathleen

COUNCIL ACTION REQUIRED:

Waiver of noise ordinance and waiver of rule prohibiting dogs in parks

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: 9th Annual Carol Rose Wester Memorial Race
2. Date of Event: 08/13/2016 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 AM/PM Actual Start Time: 8:00 am AM/PM Finish Time: 12:00 pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Carol Rose Wester Memorial Inc.
Name of organization responsible for event
Liz Lynn O'Brien Telephone # PRIOR TO event (920) 585 . 4380
Name (first, middle, and last) of event organizer
same Telephone # DURING event (920) 585 . 4380
Contact name DURING event (if different)
1642 Atlanta Circle PO Box 35
Street Address
Manitowoc, WI 54221-0035
City, State, Zip E-mail address crwmemorialrace@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.

2 and 5 mile run and walk begin and end in Red Arrow Park. The 2 mile run and walk proceed along the lakeshore and turn right on 8th Street, right onto Manitou, and left onto Lakeshore Blvd, looping back to Red Arrow Park. The 5 mile run and walk also begins and ends along the lakeshore but runs through Silver Creek Park before heading back to Red Arrow Park. The route will be marked with wood stakes pounded in the ground no deeper than 4 inches. Once event is approved, we will purchase the necessary insurance. Proceeds benefit the CRW Memorial Fund at HFM Cancer Care Center. See attachments.

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

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

Red Arrow Park concession stand. We usually rent out whole park and close the parking lot to public for the event.

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): _____ We rent cones from the city and use them to close off parking lane of northbound Lakeshore Blvd. Once the event is approved, we will contact the city to rent cones. There is a volunteer at all street crossings.

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: _____

Where on the trail will the event end: _____

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? 300

How many vendors will be at your event? n/a How many vehicles? approximately 75

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

Lincoln High School has allowed us to use their parking lot for additional parking. Volunteers and handicap only are allowed to park in Red Arrow lot during event.

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: Music starts at 0700 during registration

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. We request leashed dogs be allowed on the route and in Red Arrow Park during event.

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:

If preregistered participants exceed 150, we will order a port-a-potty from B&M Waste which will be set up the Friday before the race next to the bathrooms attached to the Red Arrow Park concession stand. Red Arrow Park bathroom facilities will be used.

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.

In the case of a premise with a current alcohol license, do you need an extension of your premise? Yes No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? Yes No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Items rented from the city will be picked up by CRW race organizers on the Friday before the event and returned the Monday after the event at 0800. No delivery is needed.

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	<u># Needed</u>		<u># of Days*</u>		<u>Cost/Day</u>		<u>Total</u>	
Barricades								
2'	<u>3</u>	X	<u>1</u>	X	\$3.00	=	<u>9.00</u>	Flashers _____
3'		X		X	\$3.00	=		Flashers _____
8'	<u>4</u>	X	<u>1</u>	X	\$4.00	=	<u>12.00</u>	
Rail type-long		X		X	\$2.00	=		
Rail type-short		X		X	\$2.00	=		
Channelizer Drums		X		X	\$3.00	=		
Cones								
18"	<u>200</u>	X	<u>1</u>	X	\$1.50	=	<u>300</u>	
28"		X		X	\$1.50	=		
Safety vests	<u>5</u>	X	<u>1</u>	X	No charge	=	No Charge	
Snow fence								
Rolls		X		X	\$4.00	=		
Posts		X		X	No Charge	=	No Charge	
Post driver/pounder		X		X	No Charge	=	No Charge	
Traffic signs	<u>3</u>	X	<u>1</u>	X	\$2.00	=	<u>6</u>	Description road closed signs _____
		X		X	\$2.00	=		Description _____
		X		X	\$2.00	=		Description _____
Traffic signs (Portable)		X		X	\$3.00	=		Description _____
		X		X	\$3.00	=		Description _____
		X		X	\$3.00	=		Description _____
Other (list items and amounts)								

Parks Division Equipment (686-3580): *Do NOT count any picnic tables, garbage cans, etc. already located at the park.*

Banquet tables, 8'		X		X	\$5.00	=		
Park benches		X		X	\$7.00	=		
Picnic tables		X		X	\$7.00	=		
Risers, platform		X		X	\$15.00	=		Description _____
Security stanchions		X		X	\$ 5.00	=		
Tent, 10'x10'		X		X	\$30.00	=		
Tent, 10'x20'		X		X	\$35.00	=		
Ticket booths, outdoor		X		X	\$15.00	=		
Trash cans		X		X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***		X		X	\$240.00	=		
Other (list items and amounts):								

TOTAL RENTAL CHARGES 331.00

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

***The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

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
 Fence Yes No
 Sign Yes No
 Bounce house Yes No If electric, where will item be plugged in? _____
 Other route markers Yes No If electric, where will item be plugged in? _____

see #5

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:

 Name of Security Coordinator () _____ - _____ Phone # before event () _____ - _____ Phone # the day of the event

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):

Waiver of rental fees of cones and barricades is requested.

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 charged and proceeds from concessions and onsite raffle will be given to HFM CCC.

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

Estimated revenues from the day of the event are \$3,000 and will be donated to HFM Cancer Care Ctr.

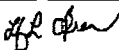
Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

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 01 / 27 / 1987

Signature of Applicant: 

Date: 01/19/2016



crwmemorialrace@gmail.com

PO Box 35 Manitowoc, WI 54221

www.crwmemorial.com

Dear Manitowoc City Council,

My name is Liz O'Brien and I am co-organizing the 9th Annual Carol Rose Wester Memorial Race with my sister, Stephany Mangan, and grandfather, Calvin Wester. We are requesting for the race to be held on Saturday August 13, 2016, beginning with registration at 6:45am, the 2 and 5 mile run/walk at 8:00am and the youth run at 9:15am. The race will begin and end at Red Arrow Park. The route maps are attached. As in past years, there will be a volunteer directing traffic at each street crossing in addition to numerous volunteers on the course directing participants.

For the 2 mile run, the participants will run out of the Red Arrow Parking Lot turning south onto 9th street sidewalk and running along Lakeside Boulevard to S. 8th Street. At S. 8th Street, the participants will turn north (right) and make a loop to Manitou Street where they will turn east (right) and return to Red Arrow Park north on Lakeside Boulevard, to the 9th Street sidewalk, and Red Arrow Parking Lot.

The 5 mile race will also begin the same way running up Lakeside Boulevard and right onto S. 8th Street. It will then branch off turning west (left) onto Manitou St. sidewalk, south (left) onto S. 10th Street sidewalk, and east (left) onto Viebahn Street sidewalk. The route will then turn south (right) onto the gravel path behind UW-Manitowoc and continue through Silver Creek park, through part of the Frisbee golf course, around the Armory, follow the perimeter of the soccer fields to the grass bordering the east side of S.10th street (LS) and turn east into the UW Manitowoc South Parking Lot. From here, participants will reconnect with the UW Manitowoc groomed trail and will then turn northeast (right) onto Lakeside Boulevard once exiting the gravel trail and return to Red Arrow Park. The ½ Mile youth run will start at the concessions stand, run around the perimeter of Red Arrow Park.

As part of the route, we request permission to block off the entrance to Red Arrow Park from 5:30am Saturday morning until 10:00am Saturday morning. In addition, we request to block off the parking lane on the westbound side of Dewey Street between 9th and Lakeside Boulevard, and the parking lane of the northbound lane of Lakeside Boulevard to College Street from 6:00am until 10:30am (please see attached map). Also we request permission to put up signs directing people where to park on the corners of: Dewey and 10th, 10th and Jaycee, 10th and Green Street, the entrance to the Red Arrow Park, and entrance to the Lincoln High School Parking Lot. The signs are fastened to self-standing barricades we own and will be placed on the sidewalk. We will contact Lincoln HS requesting permission to utilize their parking lot. The running route is marked with wooden stakes that go into the ground a max of 4 inches.

As part of the event, we are planning to sell food and beverages as well as hold a bucket raffle using donated items. Holy Family Memorial will be selling the raffle tickets under their raffle license. We will renew our food and beverage sale permits as required.

Our insurance will be provided by Kim Jacobson Insurance. She will send you a copy of the insurance policy as soon possible. Please let us know the amount the coverage must be for.

Proceeds will benefit the CRW Memorial Fund for patients and families at HFM Cancer Care Center. If you have any further questions, please feel free to call me at (920) 585-4380 or email me at crwmemorialrace@gmail.com. You can also find additional information at our website: www.crwmemorial.com. Thank you!

Liz O'Brien
Co-organizer Carol Rose Wester Memorial Walk/Run



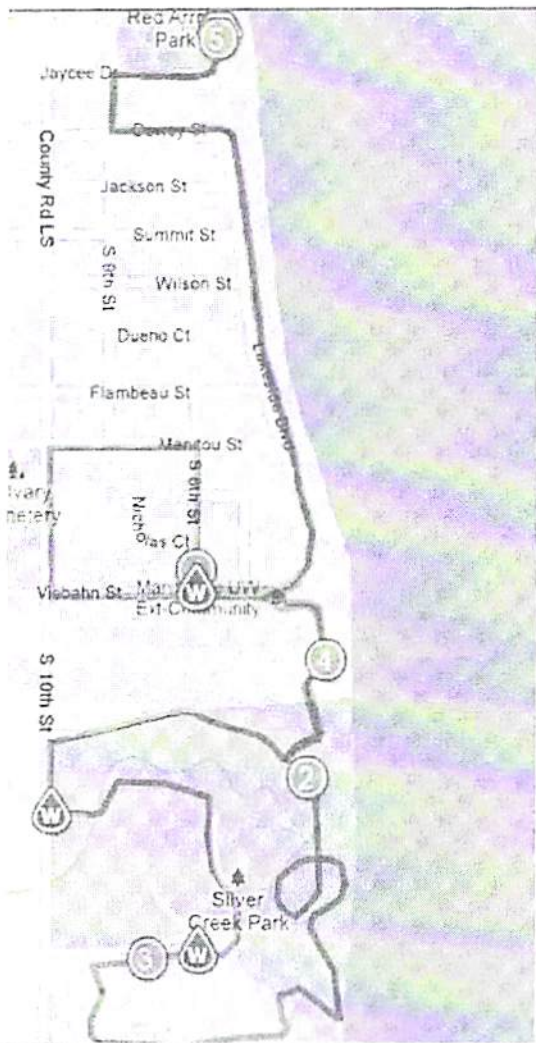
crwmemorialrace@gmail.com

PO Box 35 Manitowoc, WI 54221

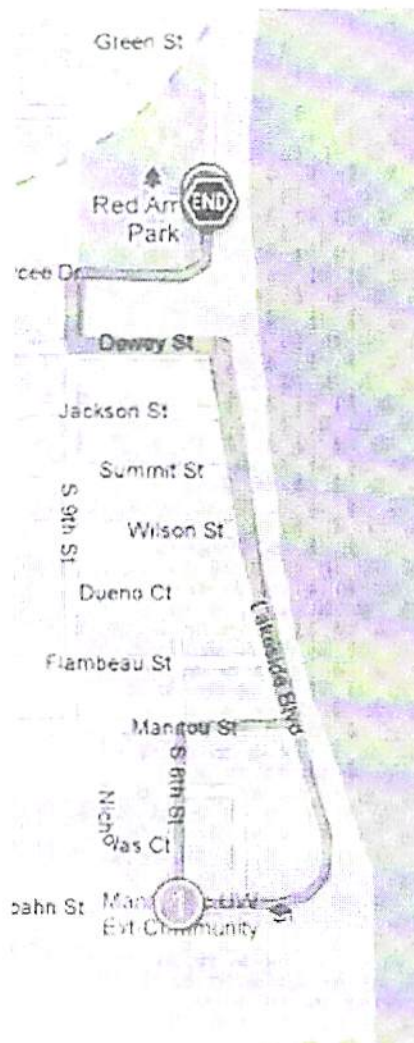
www.crwmemorial.com

9th Annual Carol Rose Wester Memorial Race Routes

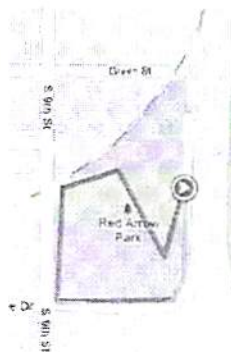
5 Mile Route



2 Mile Route



1/2 Mile Youth Run



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **JAN 16 2008**

CAROL ROSE WESTER MEMORIAL INC
C/O DENNIS J SWETLIK
404 N 10TH ST
MANITOWOC, WI 54220

Employer Identification Number:
42-1763386
DLN:
17053294341038
Contact Person:
CHRIS BROWN ID# 31503
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
August 13, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

CAROL ROSE WESTER MEMORIAL INC

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink that reads "Robert Choi". The signature is written in a cursive style with a large, looping initial "R".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC