

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 11/20/2024

EVENT NAME: Shelltrack

ORGANIZER: Snow Crown Series - Sarah Kapitz

E-MAIL ADDRESS: sarah@brokenspokebikes.com

EVENT DATE: 12/21/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Fat bike race through Silver Creek Park using concession stand

COMMITTEE CONCERNS:

WAIVER OF FEES: not requested

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Todd Blaser /ec Jason Freiboth /ec Eric Nycz /ec Dan Koski /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee.
Please pay the \$100 late application fee at the City of Manitowoc, 900 Quay St, Manitowoc, WI 54220



Monday, November 18, 2024

Special Event Application

Approval Status Not Started

General Event Information

Event name Shelltrack
Location Silver Creek Park
Date Saturday, December 21, 2024
Event time 6:00 AM - 2:00 PM
Setup date & time Friday, December 20, 2024 14:00
Takedown date & time Saturday, December 21, 2024 14:00

Applicant Information

Name of Applicant Sarah Kapitz
Organization Name Snow Crown Series
Address 6220 Maribel Rd
Denmark, Wisconsin, 54208
Email sarah@brokenspokebikes.com
Phone number (920) 606-2101
On-site contact name & phone number Sarah Kapitz 920-606-2101
Security name & phone number George Kapitz 920-645-1626

Event Details

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

Event description
Fat Bike Race
Estimated total attendance 100

Estimated total attendance from outside Manitowoc 75

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 Charging admission or registration

Expected revenue 500

Revenue will be used for race fees, supplies, workers

Route & Road Usage

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

Where are cars parking? parking lot

Time of amplified sound 9:00 AM - 12:00 PM

Amplified sound type music, announcers

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.

Equipment & Facility Requests

Facility request concession stand

Est. equipment cost per day 0

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? No

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



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

Tuesday, March 30, 1976

Sign

Sarah Kapitz