

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 6/22/2022

**EVENT NAME:** Scenic Shore Bike Race

**ORGANIZER:** Leukemia & Lymphoma Society - Steven Bloom

**E-MAIL ADDRESS:** steven.bloom@lls.org

**EVENT DATE:** 7/23-24, 2022

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Two-day bike race from Mequon to UW-Green Bay Manitowoc Campus, then from there to Sturgeon Bay. While there, bikers will enjoy live music and a food and drink tent.

**COMMITTEE CONCERNS:** Organizer will contract with Bell Ambulance

**COMMITTEE DECISION:**

APPROVE	DENY
Todd Blaser /ec Jason Freiboth /ec Billy Hutterer /ec Brock Wetenkamp /ec	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name The Leukemia & Lymphoma Society INC  
Name of Applicant Steven Bloom  
Street Address 6737 W Washington St Suite 2147B  
Mailing Address \_\_\_\_\_  
(If different)  
City, State, Zip Milwaukee WI 53214  
Primary Phone 414-708-7389  
Cell Phone 414-708-7389  
Email steven.bloom@lls.org  
Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On-Site Contact Steven Bloom  
On-Site Cell Phone # 414-708-7389  
On-Site Security Contact Name Steven Bloom  
On-Site Security Contact Phone # 414-708-7389

### EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Missing Map/Drawing



The Scenic Shore is a 2-day fully supported bike ride to raise funds for the Leukemia & Lymphoma Society. This will be the 30th annual ride with rides coming from over 20 states. We have contracted with Bell ambulance for our EMS needs for the 2022 ride and Securitas for our security needs.

Event Name The Scenic Shore Bike Tour

Public Event YES  NO

Location UW Green Bay- Manitowoc

Estimated Total Attendance 750

Estimated Attendance 750  
from outside City of Manitowoc

Staging Area Same

Event Website www.scenicshore150.org

Event Date(s) July 23-24 2022

Event Start Time 7:30 AM  PM

Event End Time 8:00 AM  PM

Setup Date(s) 07/21/2022

Setup Start Time 9:00 AM  PM

Teardown Date(s) 07/25/2022

Teardown End Time 4:00 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

## FACILITY REQUESTS

- Facility Location \_\_\_\_\_
- Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_
- Athletic Field(s) Request \_\_\_\_\_
- Special Power Requirements \_\_\_\_\_
- Special Lighting \_\_\_\_\_  
(ex. ball diamonds)
- ADA Accommodations \_\_\_\_\_

## VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises  
Class B License
- Alcohol Served End Time \_\_\_\_\_
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many \_\_\_\_\_
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue \_\_\_\_\_
- Revenue to be used for \_\_\_\_\_

## ROUTE

Route map must be submitted with application

- Road Closure  
Describe location(s)  
+ time(s)

- Timed Route

- Road Crossing  
Describe where +  
if assistance needed

See attached route map

- Course Marking  
Describe type

We will be using signs that will tell our riders where to turn. The will be placed the morning of the July 23 and picked up in the afternoon. We will place signs the morning of July 24 and they will be picked up that same day

- Sidewalk  
Describe usage

## EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground  
(greater than 6")

- Fencing

- Bounce House # \_\_\_\_\_

- Portable Restrooms # 20

- Signs/Banners # 75

- Carnival Rides # \_\_\_\_\_

- Dumpster # 2

- Stage # \_\_\_\_\_

- Tent # 30 Size from 10x10 to 120x40

- Other # \_\_\_\_\_ Describe \_\_\_\_\_

## EVENT FEATURES

- Animals # \_\_\_\_\_ Type \_\_\_\_\_

- Fireworks - Time \_\_\_\_\_

- Drone # \_\_\_\_\_

- Lights/Spotlights # \_\_\_\_\_

## SOUND

- Amplified Sound

Start Time 1:00pm AM  PM

End Time 7:30 AM  PM

Type of Sound Band and talking and a DJ

## EQUIPMENT REQUESTS

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at [www.manitowoc.org](http://www.manitowoc.org).

DELIVERY DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM  PM  LOCATION \_\_\_\_\_  
PICKUP DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM  PM  Place Items in original drop-off location after event.

*\*Indicate Quantities on Line*

### GAMES

- Bean Bag Toss \_\_\_\_\_
- Ring Toss \_\_\_\_\_
- Sports Kit \_\_\_\_\_

### STAGING / RISERS

- RISERS – 4' x 8' Wooden Platforms  
6" H \_\_\_\_\_ 12"H \_\_\_\_\_ 18"H \_\_\_\_\_
- Staging – 8'x12' \_\_\_\_\_
- Portable Bandwagon – 35'x8' \_\_\_\_\_

### TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)

- Banquet tables – 8'x40" \_\_\_\_\_
- Benches – 4' wooden \_\_\_\_\_
- Bleachers – 15'x5' portable \_\_\_\_\_
- Chairs – metal, folding \_\_\_\_\_
- Picnic Tables – 6' wooden \_\_\_\_\_
- Picnic Tables – 8' wooden, ADA accessible \_\_\_\_\_

### TENTS

- Tent – 10'x 20' \_\_\_\_\_

### TRAFFIC CONTROL ITEMS

- Barricades – 2' \_\_\_\_\_
- Barricades – 3' \_\_\_\_\_
- Barricades – 8' \_\_\_\_\_
- Barricades – 12' rail-type \_\_\_\_\_
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" \_\_\_\_\_
- Cones – 28" reflective \_\_\_\_\_
- Delineators – 42" reflective \_\_\_\_\_
- Parking posts with concrete base – 42"H (rope or tape not included) \_\_\_\_\_
- Traffic signs (sign only – typically placed on barricades)
  - Road Closed \_\_\_\_\_
  - Road Closed Ahead \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

### MISCELLANEOUS ITEMS

- Disc golf basket – portable \_\_\_\_\_
- Grill – 2' x 3' portable, outdoor \_\_\_\_\_
- P.A. system – microphone, sound board, 2 speakers with stands \_\_\_\_\_
- Post pounder / driver \_\_\_\_\_
- Power pedestal – portable \_\_\_\_\_
- Safety vests \_\_\_\_\_
- Security stanchions \_\_\_\_\_
- Snow fence – 50' rolls – plastic \_\_\_\_\_ wooden \_\_\_\_\_
- Snow fence – posts \_\_\_\_\_
- Ticket booths – outdoor \_\_\_\_\_
- Trash barrels \_\_\_\_\_
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 30

Where do you plan to park vehicles All vehicles will be parked at UW Manitowoc

Are there any special parking considerations \_\_\_\_\_  
(VIP, ADA, Security, Emergency Vehicles, etc)

**SAFETY & SECURITY**

The City requires security based on attendance

Do you need assistance from: Police Dept  Fire Dept/Ambulance

Describe We have contracted with Bell ambulance for our EMS needs for this year's ride

Date/Time \_\_\_\_\_

Location \_\_\_\_\_

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES  NO   
(If so, please attach)

**ADDITIONAL QUESTIONS**

Please attach any additional information which you feel will assist the Committee in evaluating your request.

Do you have any questions/comments/additional requests?

**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 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.

Date of birth of applicant 12 / 11 / 1976

Signature of Applicant: Steven Bloom Date: 6-22-2022

E-MAIL

PRINT

# City of Manitowoc Stake Permit

A stake permit is required to erect any tent, canopy, bounce house/inflatables, fence, sign, or similar item that requires stakes or posts to be placed more than 6" deep in the ground on City property. Stakes may be placed in approved areas only. There is a **\$50 non-waivable fee** for a stake permit. The special event sponsor is responsible for contacting Diggers Hotline at least three (3) business days before any stakes and fence posts are driven into the ground. The sponsor must also contact the Manitowoc Fire Department for fire safety guidelines for tents. Tents must be secured with filled sand bags or water barrels. The City reserves the right to require additional insurance.

Event Name/Description: The Scenic Shore Bike Tour

Location (Park Name or Property Address): UW Green Bay Manitowoc Campus

Date(s) of Event: July 23-24 Time: 7:30am-5pm

What items will be erected or placed on City property or right-of-way?

Bounce House  Yes, size \_\_\_\_\_  No  
If electric, where will item be plugged in? \_\_\_\_\_

Tent or Canopy  Yes, size \_\_\_\_\_  No

Fence  Yes, size \_\_\_\_\_  No

Sign  Yes, size 18-24in with H<sub>2</sub>O  No

Other (describe) \_\_\_\_\_ Size \_\_\_\_\_

If electric, where will item be plugged in? \_\_\_\_\_

**Permit holder MUST provide a diagram of where item(s) will be placed.**

Name and address of event organizer:

The Leukemia & Lymphoma Society Inc  
6737 W Washington St Suite 2147B  
Milwaukee WI 53214

Phone #: 414-708-7389

**Return form/diagram to:** City of Manitowoc – Parks Division  
900 Quay St.  
Manitowoc, WI 54220  
Phone: 920-686-3580 • Fax: 920-686-6525  
E-mail: parksadmin@manitowoc.org



Rev. 4/2021

**Go Back to Form**

**KEY**

- 1 - Finish Line Tent (10x10-1 tables, 1 chairs)
- 2 - DJ
- 3 - Portable Restrooms (6 Units, 3 in each location)
- 4 - Milk & Towels (10x10 - 1 table, 2 chairs)
- 5 - Volunteer Info, 2018 Reg, First Aid (20x20—3 tables, 6 chairs)
- 6 - Merch & Incentives (20x20—8 tables, 8 chairs)
- 7 - VIP Luggage

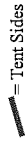
Beer Trailer Dimensions: 16' 6" in length, 8'1" in width, and 7'9" in height

**VIP AREA**

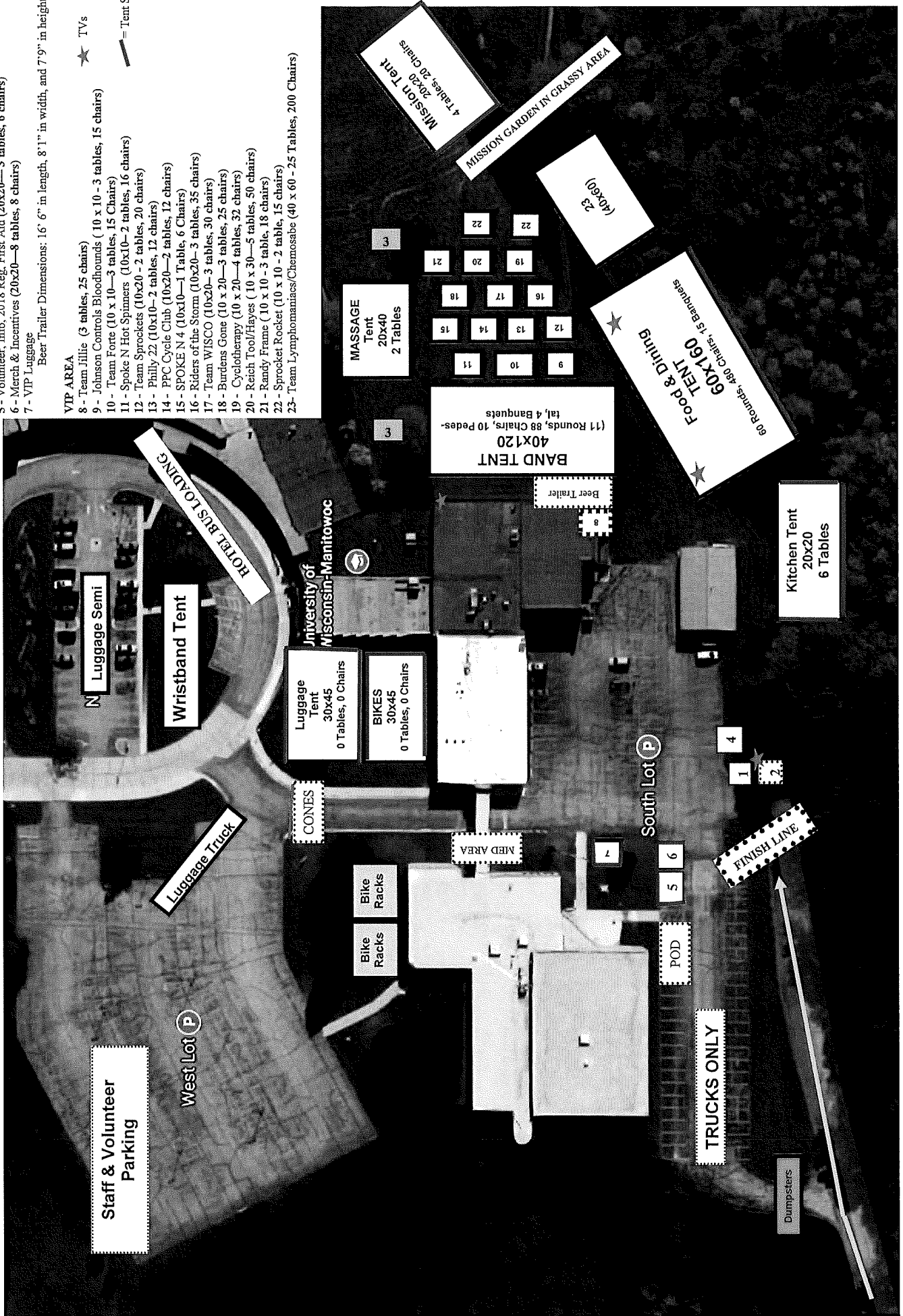
- 8 - Team Jillie (3 tables, 25 chairs)
- 9 - Johnson Controls Bloodhounds (10 x 10 - 3 tables, 15 chairs)
- 10 - Team Forte (10 x 10—3 tables, 15 Chairs)
- 11 - Spoke N Hot Spinners (10x10—2 tables, 16 chairs)
- 12 - Team Sprockets (10x20 - 2 tables, 20 chairs)
- 13 - Philly 22 (10x10—2 tables, 12 chairs)
- 14 - PPC Cycle Club (10x20—2 tables, 12 chairs)
- 15 - SPOKE N 4 (10x10—1 Table, 6 Chairs)
- 16 - Riders of the Storm (10x20—3 tables, 35 chairs)
- 17 - Team WISCO (10x20—3 tables, 30 chairs)
- 18 - Burdens Gone (10 x 20—3 tables, 25 chairs)
- 19 - Cyclotherapy (10 x 20—4 tables, 32 chairs)
- 20 - Reich Tool/Hayes (10 x 30—5 tables, 50 chairs)
- 21 - Kandy Frame (10 x 10 - 3 table, 18 chairs)
- 22 - Sprocket Rocket (10 x 10 - 2 table, 15 chairs)
- 23- Team Lymphomaniacs/Chemosabe (40 x 60 - 25 Tables, 200 Chairs)



TVs



= Tent Sides



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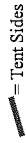
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