

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/21/2021

EVENT NAME: Walk/Run for Hope

ORGANIZER: Prevent Suicide Manitowoc County - Donna Firman

E-MAIL ADDRESS: donna.firman@mustardseedadvisors.org

EVENT DATE: 9/25/2021

NEW OR RECURRING: Recurring-new location

LOCATION/DESCRIPTION: Timed 5K & 10K walk/run from UWGB-Manitowoc to Lincoln High School & back; use of p.a. system, trash cans, & cones; request for bridge not be lifted 9:30 a.m. to 11:30 a.m.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Prevent Suicide Manitowoc County

Name of Applicant Donna Firman

Street Address 4623 S. 10th Street, Manitowoc 54220

Mailing Address PO Box 252, Manitowoc 54221-0254
(if different)

City, State, Zip See above

Primary Phone 920-901-0779

Cell Phone 312-925-7354

Email donna.firman@mustardseedadvisors.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Donna Firman

On-Site Cell Phone # 312-925-7354

On-Site Security Contact Name Kent Reeves

On-Site Security Contact Phone # 920-973-9144

EVENT INFORMATION

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

Missing Map/Drawing



The 10th Annual Walk/Run for Hope is a timed 5k & 10k walk/run benefitting Prevent Suicide Manitowoc County. It's our major fundraiser of the year and contributes to most of our operating budget. It starts and stops at UWGB-Manitowoc and follows the first 5k and 10k of the Maritime Maraton route almost exactly. Streets closures are unnecessary, but some will need cones for the protection of the participants. The cone set-up will be just like the Marathon. Course marshalls will be stationed at every turn and along the routes where cones are set up for street running.

See attached map and turn-by-turn route instructions.

Event Name 10th Annual Walk/Run for Hope

Public Event YES NO

Location UW Green Bay - Manitowoc
Red Arrow Park bathrooms will likely be used by participants.

Estimated Total Attendance 300

Estimated Attendance Minimal
from outside City of Manitowoc

Staging Area Inside Founders Hall

Event Website preventsuicidemanitowoc.com/getinvolved

Event Date(s) September 25, 2021

Event Start Time 8:00 AM PM

Event End Time 11:00 AM PM

Setup Date(s) ~~07/18/2021~~ 9/24/21

Setup Start Time 5:00 AM PM

Teardown Date(s) ~~07/18/2021~~ 9/25/21

Teardown End Time 1:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

JUL 19 2021

CITY OF MANITOWOC ENGINEERING

A/N 5776

FACILITY REQUESTS

- Facility Location Red Arrow Park Bathrooms
- 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 turn-by-turn instructions. Course marshalls will be staged at every intersection. Like the Maritime Marathon.
- Course Marking
Describe type Course marshalls with flags will be along the course. The map is available to registrants online. Like the Maritime Marathon.
- Sidewalk
Describe usage Used by walkers/runners. See turn-by-turn instructions. Like the Maritime Marathon. The 8th Street bridge will also be used.

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground
(greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # 2
- Signs/Banners # _____
- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # 1
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 8:00 AM PM
- End Time 8:30 AM PM
- Type of Sound Microphone - open ceremony

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.

DELIVERY DATE September 24, 2021 TIME 4:00 AM PM LOCATION UWGB Manitowoc

PICKUP DATE Septmebr 25 or 27 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" TBD - see event info on 1st page
- 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 _____ (see note under additional questions on page 4)
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 200

Where do you plan to park vehicles UWGB Manitowoc parking lot

Are there any special parking considerations none
(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 Traffic and safety.

Date/Time September 25, 2021 8:00 - 11:00 AM

Location Police at 8th and Columbus

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?

Please see turn-by-turn instructions. We have runners going over the 8th bridge and are requesting that it not be lifted from 9:30 AM to 11:30 AM on September 25.

We plan to have two first aid stations staffed by hospital volunteers and two hydration/aid stations with gatoraide and water available. We also plan to have at least one person on a bike continually riding the route looking for participants in need of attention.

Is it possible to have extra trash cans delivered to the hydration/aid station locations? We think there will be extra trash is these locations from cups being dropped along the route.

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.

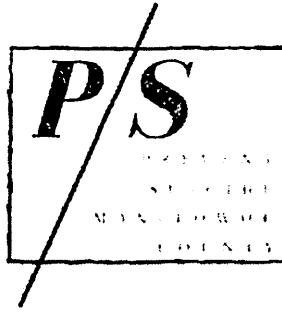
Date of birth of applicant 09/21 / 1961

Signature of Applicant: *Donna Firman*

Date: 07/19/2021

E-MAIL

PRINT



10th Annual Walk/Run for Hope
September 25, 2021
8:00 AM
UW Green Bay – Manitowoc

Turn-by-turn directions:

5k

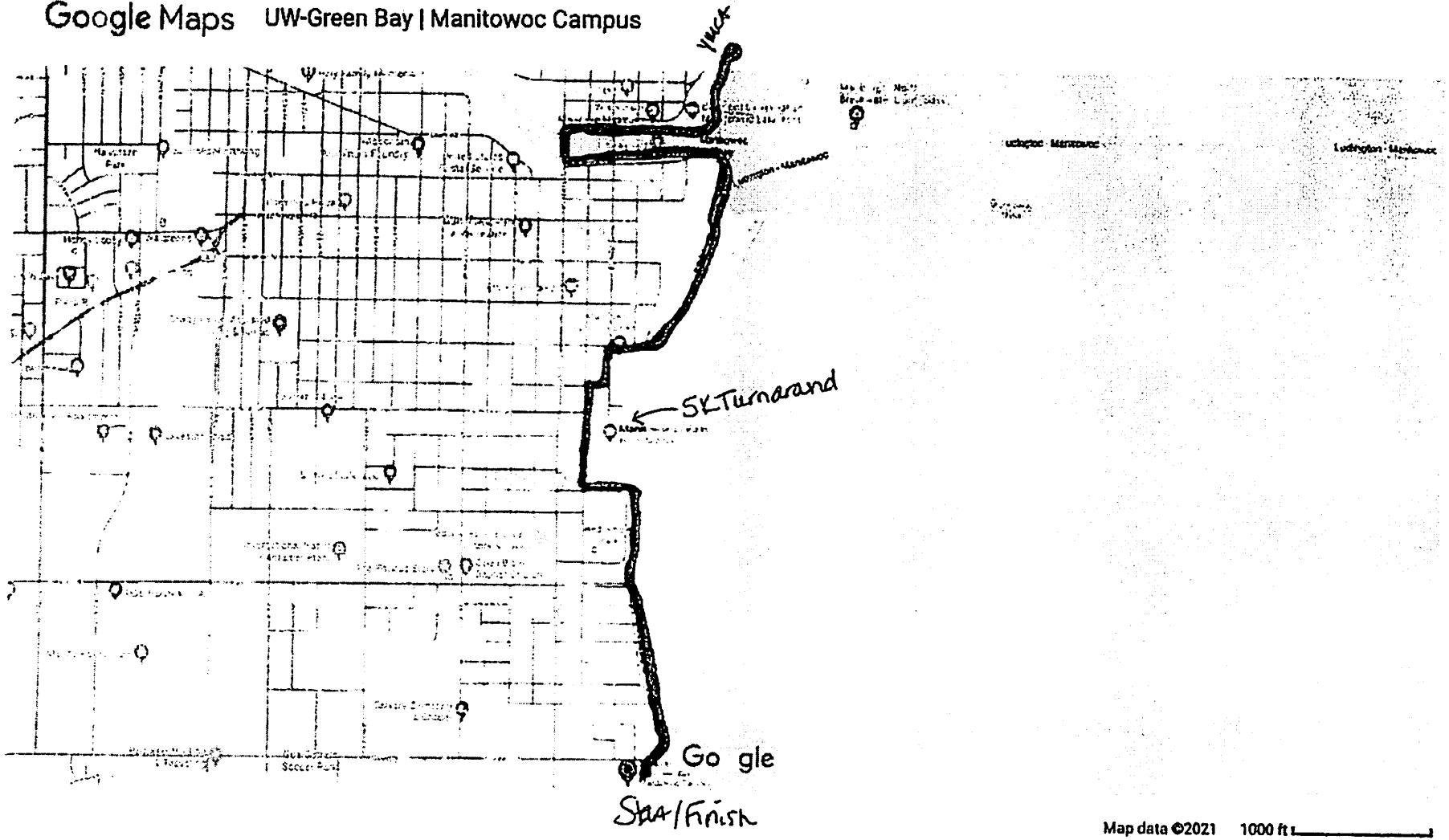
Start at the UWGB - Manitowoc parking lot facing east.
Take Viehban east following the curve to Lakeside Blvd.
Turn right on the trail going into Red Arrow Park.
Stay on the trail to Green Street.
Turn left on Green Street.
Turn right on to S. 9th Street.
Turn right on Columbus Street* (See 10k route)
Right on to S. 8th Street
Go around the circle at Lincoln High School and follow the route back.

10k

At Columbus turn left on to S. 8th Street.
Right on to Madison.
Follow the curve onto Lakeview Dr. (move on to the sidewalk).
Follow Lakeview Dr. to Quay St. (sidewalk) past The Warf.
Turn right on 8th Street, go across the bridge.
Turn right on the sidewalk that goes to the Maritime Museum, past the Baymont to the YMCA.
Turn around at behind the Y by the outside play area and follow the route back.

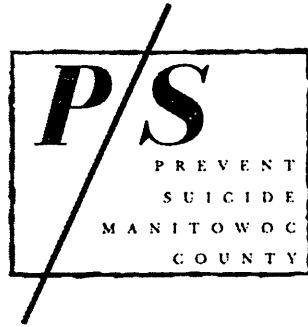
PO Box 254 • Manitowoc • Wisconsin • 54221-0254
(920) 901-0779
preventsuicidemanitowoc.com
contact@preventsuicidemanitowoc.com

Google Maps UW-Green Bay | Manitowoc Campus



10K Route

Turn around behind YMCA



Creating resiliency through support and education.
Our vision is to end suicide.

10th Annual Walk/Run for Hope
September 25, 2021
8:00 AM
UW Green Bay – Manitowoc

Turn-by-turn directions:

5k

Start at the UWGB - Manitowoc parking lot facing east. (Hydration Station, Extra Trash Cans)

Take Viehban east following the curve to Lakeside Blvd.

Turn right on the trail going into Red Arrow Park.

Stay on the trail to Green Street.

Turn left on Green Street.

Turn right on to S. 9th Street.

Turn right on Columbus Street* (See 10k route)

Right on to S. 8th Street

Go around the circle at Lincoln High School and follow the route back. (Hydration Station, First Aid Station, Extra Trash Cans, Portable Rest Room)

10k

At Columbus turn left on to S. 8th Street.

Right on to Madison.

Follow the curve onto Lakeview Dr. (move on to the sidewalk).

Follow Lakeview Dr. to Quay St. (sidewalk) past The Warf.

Turn right on 8th Street, go across the bridge.

Turn right on the sidewalk that goes to the Maritime Museum, past the Baymont to the YMCA.

Turn around at behind the Y by the outside play area and follow the route back. (Hydration Station, First Aid Station, Extra Trash Cans, Portable Rest Room [close to parking lot])

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