

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/8/2021

EVENT NAME: Cares Enough to Wear Pink 5K Walk/Run

ORGANIZER: Pink Heals - Jean Hynek

E-MAIL ADDRESS: jeanhpmmc@gmail.com

EVENT DATE: 10/22/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Run/walk fundraiser through Lincoln Park to help those battling cancer; yard signs around route; use of Lincoln Park Fieldhouse, tables, & traffic control items

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

*Approved via e-mail*  
Shawn Alfred/sr  
Todd Blaser/sr  
Jason Freiboth/sr  
Dan Koski/sr  
Liz Majerus/sr

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

1) Please be considerate to the zoo animals. Keep noise levels down, & direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat. 2) Please remind participants that dogs are not allowed in the Lincoln Park Zoo area or inside buildings.
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# City of Manitowoc

## 2021 SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Pink Heals  
 Name of Applicant Jean Hynek  
 Street Address 825 S 24th St  
 Mailing Address PO Box 1961  
(if different)  
 City, State, Zip Manitowoc, WI 54221  
 Primary Phone 920-370-4287  
 Cell Phone 920-901-6252  
 Email www.jeanhphmc@gmail.com or jean.hynek@ansay.com

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
 On-Site Contact Jean Hynek  
 On-Site Cell Phone # 920-901-6252  
 On-Site Security Contact Name \_\_\_\_\_  
 On-Site Security Contact Phone # \_\_\_\_\_

### EVENT INFORMATION

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

Missing Map/Drawing

5 K walk/run

Event Name Pink Heals Cares Enough to Wear Pink Walk/Run

Public Event YES  NO

Location Lincoln Park - field house

Estimated Total Attendance 150

Estimated Attendance 25  
from outside City of Manitowoc

Staging Area \_\_\_\_\_

Event Website to follow

Event Date(s) 10/22/22

Event Start Time 9:00 AM  PM

Event End Time 12:00 AM  PM

Setup Date(s) 10/21/2022

Setup Start Time 10:00 AM AM  PM

Teardown Date(s) 10/23/2021

Teardown End Time 12:00 Noon AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

A/N  
6/19/21

# RECEIVED

NOV 12 2021

## CITY OF MANITOWOC ENGINEERING



**FACILITY REQUESTS**

- Facility Location Lincoln Park Field House
- 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
- Course Marking  
Describe type
- Sidewalk  
Describe usage

**EVENT STRUCTURES**

Site map must be submitted with application

- Staking Structures into Ground  
(greater than 6")
- Fencing
- Bounce House # \_\_\_\_\_
- Portable Restrooms # \_\_\_\_\_
- Signs/Banners # \_\_\_\_\_
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # 4 Describe \_\_\_\_\_

**EVENT FEATURES**

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

**SOUND**

- Amplified Sound
- Start Time 8:00 AM  PM
- End Time 12:00 AM  PM
- Type of Sound 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.

DELIVERY DATE 10/21/22 TIME 1:00 AM  PM  LOCATION Lincoln Park Fieldhouse  
PICKUP DATE 10/22/22 TIME 2:00 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 10
- 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 5
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 50

Where do you plan to park vehicles Parking Lot

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 \_\_\_\_\_

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 11/04/1963

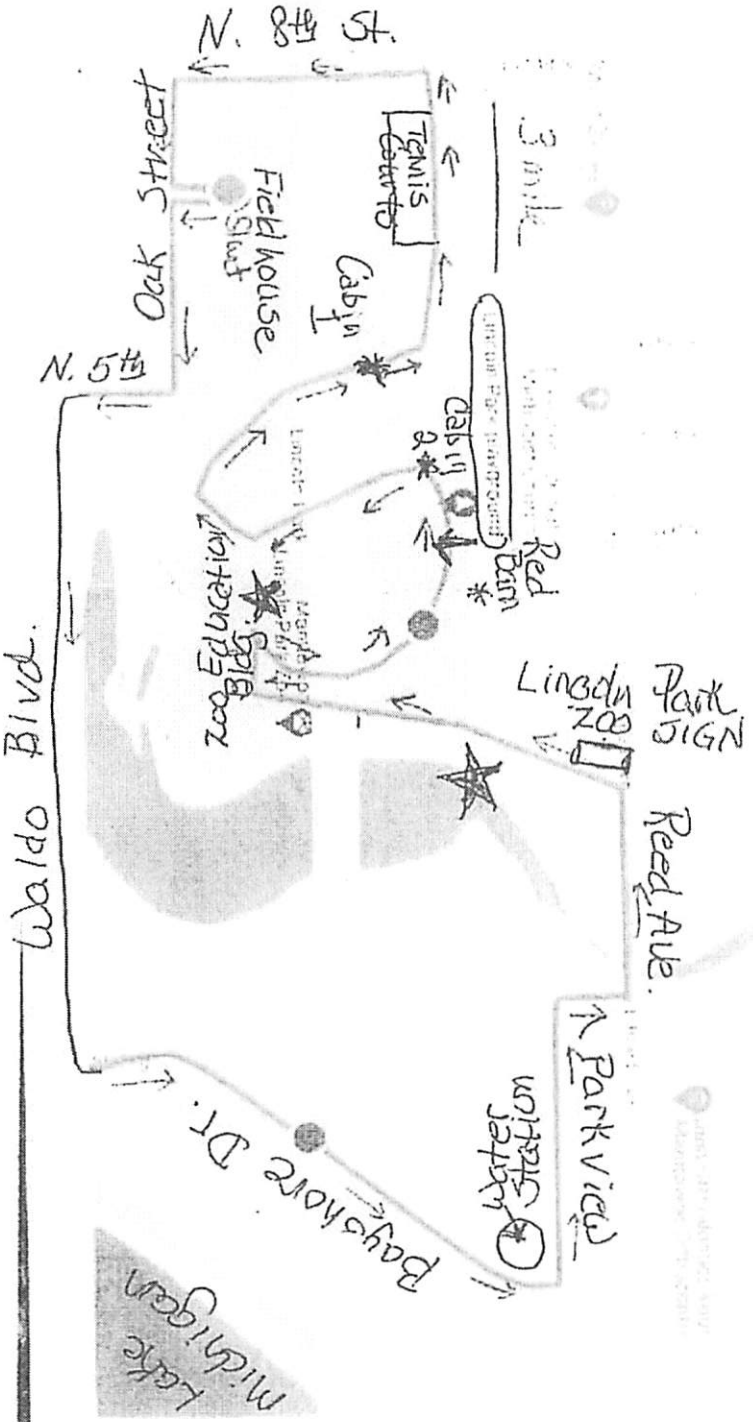
Signature of Applicant: *Jean P. [Signature]*

Date: 11-2-21

E-MAIL

PRINT





★ Person stationed to give info on zoo conduct

BOOKMARK LOG ADD TO WEBSITE SHARE MORE

ZOO 3 MI

Edward Plimley M. Friends

Workouts Hours Community Go App e-Shop

Emergency - 911  
 First Aid - Bonnie - 920-323-6133  
 Other issues - Tam - 920-91-6252



## Square takes care of PCI compliance for your business

Square complies with the Payment Card Industry Data Security Standard (PCI DSS) so you do not need to individually validate your state of compliance.

1. **Our hardware/readers have end-to-end encryption out of the box with no configuration required and at no additional cost—without monthly fees or annual assessment requirements. We maintain PCI compliant software at no additional cost to you, with no monthly contracts or long-term commitments. Providing you use Square for all storage, processing, and transmission of your customers' card data, you don't need to take any steps to validate your PCI compliance to Square, and you don't need to pay any PCI-compliance fees.**
2. **Square is the merchant of record for every transaction. We deal with the banks on your**

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[Get Started](#)

make sure that simple errors, honest mistakes, and disputes are resolved equitably.

3. **Square's technical approach to security is also designed to protect both you and your customers. We adhere to industry-leading PCI standards to manage our network, secure our web and client applications, and set policies across our organization. Square's integrated payment system provides end-to-end encryption for every transaction at the point of swipe, dip, or tap and tokenizes data once it reaches our servers. Plus, we monitor every transaction from acceptance to payment, continuously innovate in fraud prevention, and protect your data like our business depends on it—because it does.**

### **How much are you actually paying?**

From expensive hardware to high rates and extra fees, you may be paying more for payment processing than you think.

**Contact Sales**

**Payments**

Square Payments

In Person

**Share**

**Point of Sale**

Point of Sale Overview

Square Point of Sale

**Get Started**



## Sandy Ronski

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**From:** Jean Hynek, CIC, MWCA <Jean.Hynek@ansay.com>  
**Sent:** Friday, November 12, 2021 10:25 AM  
**To:** ParksAdmin  
**Cc:** BONNIE TONKIN  
**Subject:** External: Pink Heals 2022 reservation  
**Attachments:** 20211112101632302.pdf; 20211110074034931.pdf

Hi Sandy,  
Attached is the application, route & info on the square showing it is PCI compliant.  
We would like to reserve the date so we can put a "save the date" on our thank you letters & on the website.

It will basically be the same.  
Some additional picnic tables would be needed and 1 or 2 additional trash cans.  
We will be trying to get a food truck or food vendor.  
Most of the trucks are at the farmers market but we are going to try to find some sort of food.

Will this be sufficient to hold the date? I don't expect any major changes.

Also, your office was extremely helpful with any questions or issues. Just wanted to let you know.  
Many times you only hear the bad so I wanted to be sure you know about the good things too.

Let me know when you have a moments.

Thank you!  
Jean Hynek  
Pink Heals

**Ask me how to get policy access 24/7**

**Jean Hynek, CIC, MWCA**  
Account Manager

T 920-370-4287  
C 920-901-6252  
F 920-682-7799  
E Jean.Hynek@ansay.com



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