



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name InCourage  
Name of Applicant Violet Salley  
Street Address 300 East Reed Ave, Manitowoc WI 54220  
Mailing Address \_\_\_\_\_  
(If different)  
City, State, Zip \_\_\_\_\_  
Primary Phone (920)684-4661  
Cell Phone (920)242-9479  
Email violet.salley@incouragewi.org  
Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On-Site Contact Violet Salley  
On-Site Cell Phone # (920)242-9479  
On-Site Security Contact Name Sophia Duffield  
On-Site Security Contact Phone # 1(814)335-4113

### EVENT INFORMATION

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

Missing Map/Drawing



The first ever Sexual Assault Awareness Month Fun Run/Walk benefiting InCourage dba Manitowoc County Domestic Violence and Sexual Assault Center. Through this fun run we hope to provide sexual assault awareness as well as fundraise for our non-profit. It will start and end at Red Arrow Park. The Route will follow the attached map directions. Street closures are unnecessary, but some streets will need cones for the protection of the participants. The cones will be placed every 15 to 20 feet throughout the route. Course marshals will be stationed at every turn along the routes where the cones are set up for street running. Having course marshals at every turn will allow participants security as well as be there to help with any questions. We plan to have 2 hydration/medical stations; one at the 1.5 mile point, the other located at the end of the route at Red Arrow Park. We are asking for portable bathrooms to allow participants to utilize the bathroom in case the Red Arrow bathrooms have not opened for the season.

Event Name Sexual Assault Awareness Month 5 k

Public Event YES  NO

Location Start at Red Arrow Park 1931 S 9th St, Manitowoc, WI 54220

Estimated Total Attendance 50-100

Estimated Attendance Minimal  
from outside City of Manitowoc

Staging Area at Red Arrow Park

Event Website N/A

Event Date(s) April 29th, 2023

Event Start Time 8:00 AM  PM

Event End Time 11:00 AM  PM

Setup Date(s) 04/29/2022

Setup Start Time 4:00 AM  PM

Teardown Date(s) 04/29/2022

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

## FACILITY REQUESTS

- Facility Location Red Arrow Park
- 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 The help of traffic crossing officers at the intersections of south 10th street and Viebahn, as well as the intersection of South 10th Street and Flambeau.
- Course Marking  
Describe type Cones following the route to help guide runners.
- Sidewalk  
Describe usage Runners/Walkers to utilize the sidewalk throughout the route

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

## SOUND

- Amplified Sound
- Start Time \_\_\_\_\_ AM PM
- End Time \_\_\_\_\_ AM PM
- Type of Sound \_\_\_\_\_

## 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 4/28/2022 TIME 4:00 pm AM  PM  LOCATION Red Arrow Park  
PICKUP DATE 4/29/2022 TIME 1:00 pm 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 20
- 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 50

Where do you plan to park vehicles Street Parking and Red Arrow 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 We will touch base with the MPD so they know we are having the event. No further assistance needed.

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?

Please see turn-by-turn instructions attached.

**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 01 / 27 / 1998

Signature of Applicant: Violet Salley Date: 12/2/2022

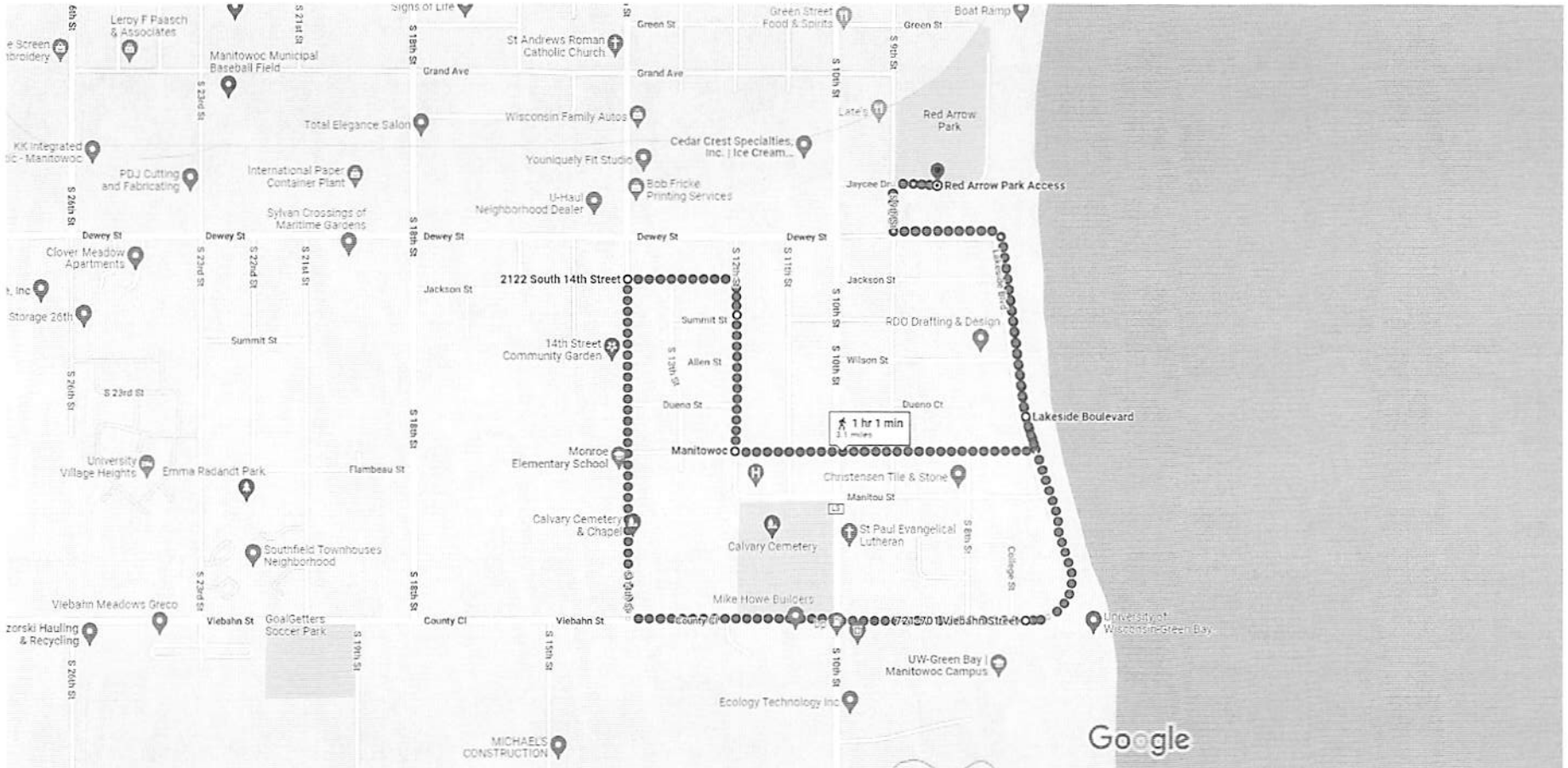
E-MAIL

PRINT



Red Arrow Pk Acc, Manitowoc, WI 54220 to Red Arrow Pk Acc, Manitowoc, WI 54220 Walk 3.1 miles, 1 hr 1 min

Sexual Assault Awareness Fun Run 2023



Map data ©2022 500 ft



via Lakeside Blvd

1 hr 1 min

3.1 miles

Mostly flat