



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Heavy Pedal Velo Club
Name of Applicant Eric Schram
Street Address N1873 Sleepy Hollow Rd
Mailing Address _____
(If different)
City, State, Zip Kewaunee, WI 54216
Primary Phone 920-629-1069
Cell Phone same as above
Email schram973@gmail.com
Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact Eric Schram
On-Site Cell Phone # 920-629-1069
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)

Document Attached



Map attached for bike race course

Event Name Flyover Silver Creek

Location Silver Creek City Park

Staging Area Silver Creek main parking lot/field

Event Date(s) 9/9/2023

Event Start Time 9:00 AM PM

Event End Time 5:00 AM PM

Setup Date(s) 09/08/2023

Setup Start Time 11:00 AM PM

Teardown Date(s) 09/10/2023

Teardown End Time 5:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

Public Event YES NO

Estimated Total Attendance 300

Estimated Attendance 250
from outside City of Manitowoc

Event Website <https://www.facebook.com/flyoversilvercreek>

FACILITY REQUESTS

- Facility Location Silver Creek Field House
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request Silver Creek Park-see map
- Special Power Requirements _____
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

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 Course tape/stakes will be installed to layout race route
- 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 # _____ Describe _____

EVENT FEATURES

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

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 _____

SOUND

- Amplified Sound
- Start Time 9:00 AM PM
- End Time 5:00 AM PM
- Type of Sound race announcer- PA system

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 we will pick up 9/8/23 TIME 9:00 AM PM LOCATION City DPW- Viebahn St
PICKUP DATE we will return 9/11/23 TIME 9:00 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 _____
- 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 60
- 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 5 wooden _____
- Snow fence – posts 25
- Ticket booths – outdoor _____
- Trash barrels _____
- Other line striper/chalk for lines _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 150

Where do you plan to park vehicles Existing parking lots and along access roads

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?

This event will be the 9th edition of our bike race. It's know as one of the best venues in the state, and it brings numerous racers to our community. We appreciate all the support the City has given us over the years, and we look forward to many more!

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 / 16 / 2022

Signature of Applicant: Eric M Schram Date: 11/16/2022

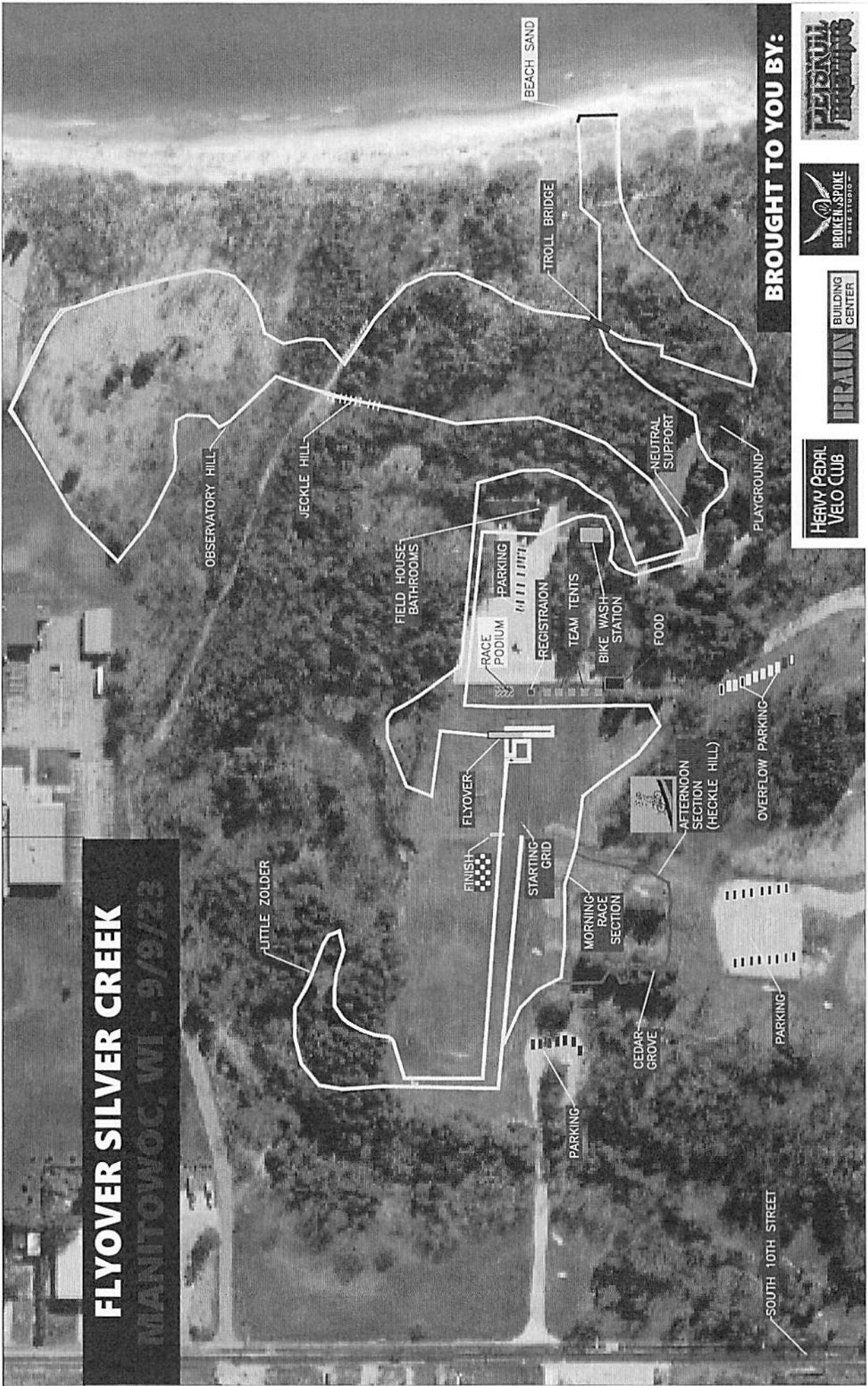
E-MAIL

PRINT

Rev. 12/2021

FLYOVER SILVER CREEK

MANITOWOC, WI - 9/9/23



BROUGHT TO YOU BY:

