

*Parks Rec
6-2-14 copy of Public Info*

14-1181

NOTICE: This application must be on file in the City Clerk's Office a minimum of 30 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event.

SPECIAL EVENTS APPLICATION FORM

- 1. Name/Description of Event: 28th Annual Walk for Kindness
- 2. Date of Event: 09 / 20 / 2014 If multiple days, Start Date: ___ / ___ / ___ End Date: ___ / ___ / ___
- 3. Time Event will start to form: 0830 AM/PM Actual Start Time: 0930 AM/PM Finish Time: 1100 AM/PM
- 4. Name and complete address of Organization/Individual organizing the Event:

Lakeshore Humane Society

Name of organization, if applicable

Melissa Jacquart

Name (first, middle, and last) of individual organizing the Event

1551 N. 8th Street

Street Address

Manitowoc WI 54220

City, State, ZIP

Telephone # (920) 860 - 1169

Business # (920) 684 - 5401
(if applicable)

Date of Birth 07 / 26 / 1982
of organizing individual

RECEIVED

MAY 22 2014

Is the sponsoring organization a 501(c)(3) organization? Yes No

5. Email address of organizer: mjac1982@comcast.net

CITY CLERKS OFFICE

6. Location of the Event: Please attach a detailed map or diagram of your event. Also, please indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Route will utilize sidewalks, no lane closures required.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes No Which park? Lincoln Park

Have you reserved the park for this purpose? Yes No *If no, please contact the Parks Department at (920) 686-3580.*

Does the event require streets to be closed? Yes No If yes, which street(s): _____

Will the event be held indoors? Yes No If yes, what building? _____
Building Name & Street Address

7. Tell us about your Event:

Will food be prepared and/or served at the event? Yes No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? Yes No

What is the estimated attendance at your event, including observers? approx. 200

How many vendors will be at your event? 0 How many vehicles? approx. 75-100

Do you require any special parking restrictions? Yes No If yes, what type, when, and where: _____

Will any of the following services be required? Barricades Clean-up Street-sweeping
For help defining your parking, clean-up, and barricade needs, please contact the Department of Public Works at (920) 686-6550.

Will a tent or any other temporary structures be erected? Yes No

Will any fireworks or pyrotechnic devices be used during the event? Yes No
Contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

What toilet facilities will be made available to your participants? Indoor Outdoor
Please describe the toilet facilities that will be provided, including their locations and the number of units: _____

Will alcoholic beverages be served/sold? Yes No If yes, a "Special Class B" license will allow sale/service of beer and/or wine.
Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

8. Safety and Security for Your Event:

Do you have the correct level of insurance for your specific event? Yes No
Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate to the City Clerk's Office at least 10 days before your event.

Designated contact person for the event:

Melissa Jacquart
Name of Day-of coordinator

(920) 860 1169
Phone # before event

(920) 860 1169
Phone # the day of the event

Is security needed for this event? Yes No

Name of Security Coordinator

() _____
Phone # before event

() _____
Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event? Yes No

9. Fees & Reimbursement: The standard fees for equipment rental and licenses will apply. The City may also require reimbursement for extraordinary expenses for your event. To request a waiver of the extraordinary expenses, please submit a letter detailing your request.

10. 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, liquor licenses, tent 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 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.

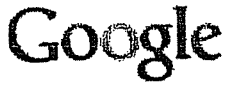
Signature of Applicant: Melissa Jacquart

Date: 5/22/14

COMMITTEE RECOMMENDATION: _____ DATE: _____

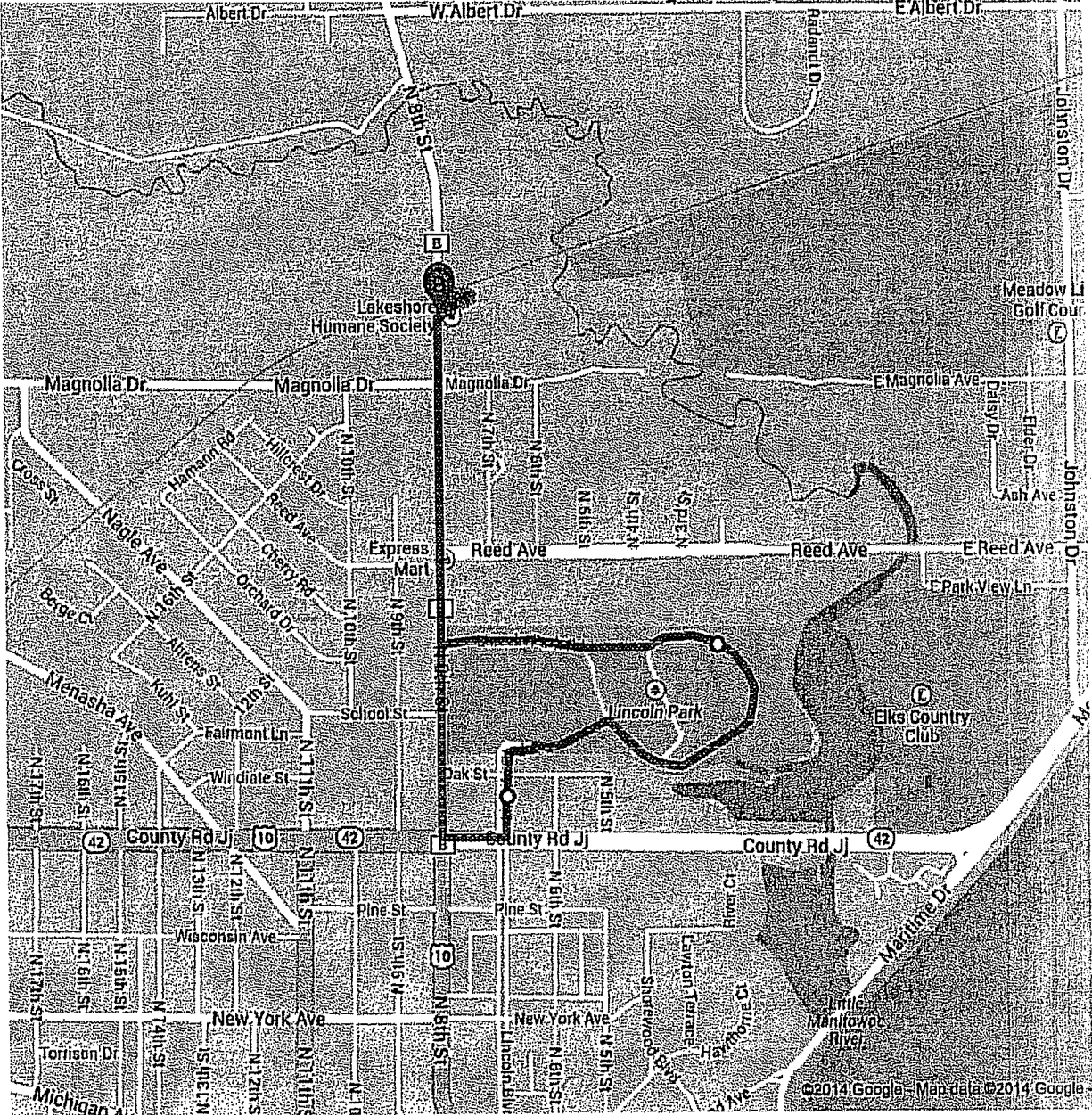
COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No



Directions to N 8th St
2.2 mi - about 44 mins

Walking directions are in beta.
Use caution - This route may be missing sidewalks or pedestrian paths.





Lakeshore Humane Society Inc
1551 N 8th St, Manitowoc, WI 54220

	1. Head south on N 8th St toward Magnolia Dr About 9 mins	go 0.4 mi total 0.4 mi
	2. Turn left onto Lincoln Park Rd About 14 mins	go 0.7 mi total 1.2 mi
	3. Turn left to stay on Lincoln Park Rd About 2 mins	go 0.1 mi total 1.3 mi
	4. Turn left onto Lincoln Blvd About 59 secs	go 230 ft total 1.3 mi
	5. Turn left to stay on Lincoln Blvd About 2 mins	go 0.1 mi total 1.5 mi
	6. Turn right onto County Rd J About 2 mins	go 472 ft total 1.5 mi
	7. Turn right onto N 8th St About 14 mins	go 0.7 mi total 2.2 mi
	N 8th St	

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2014 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.