

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/12/2022

EVENT NAME: Special Event - 56th Annual Roncalli Cross Country Invite

ORGANIZER: Ronalli - Nathan Kaderabek

E-MAIL ADDRESS: nathan.kaderabek@roncallicatholicschools.org

EVENT DATE: 9/9/2023

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Cross country invite for Roncalli High School hosted at Lincoln Park.

COMMITTEE CONCERNS: New private property development in Lincoln Park will force a change in course this year. Parks dept. to follow up with Mr. Kaderabek once property lines are final.

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Todd Blaser /ec Kim Lynch /ec Courtney Hansen /ec Jason Freiboth /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Roncalli High School

Name of Applicant Nathan Kaderabek

Street Address 2000 Mirro Drive

Mailing Address _____
(If different)

City, State, Zip Manitowoc WI. 54220

Primary Phone 920-905-4423

Cell Phone 920-905-4423

Email nathan.kaderabek@roncallcatholicschools.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Nathan Kaderabek

On-Site Cell Phone # 920-905-4423

On-Site Security Contact Name Nathan Kaderabek

On-Site Security Contact Phone # 920-905-4423

EVENT INFORMATION

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

Missing Map/Drawing

Start and Finish Line in outfield of the softball field. Run takes place in all roads and trails in Lincoln park. They will be marked by flags and cones by the school

Event Name 56th Annual Roncalli Cross Country Invite

Public Event YES NO

Location Lincoln Park

Estimated Total Attendance 500 athletes and Spectators

Staging Area _____

Estimated Attendance 350
from outside City of Manitowoc

Event Website _____

Event Date(s) September 9th, 2023

Event Start Time 8:00 AM PM

Event End Time 1:00 AM PM

Setup Date(s) 09/09/2023

Setup Start Time 6:00 AM PM

Teardown Date(s) 09/09/2023

Teardown End Time 3:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

Facility Location Manitowoc Lincoln 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 1- RAA

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 # _____ Describe _____

EVENT FEATURES

Animals # _____ Type _____

Fireworks - Time _____

Drone # _____

Lights/Spotlights # _____

SOUND

Amplified Sound

Start Time 8:30 AM PM

End Time 9:30 AM PM

Type of Sound Announcements and National

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 _____ TIME _____ AM PM LOCATION _____

PICKUP DATE _____ 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"
- 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 _____
- Other **15 Trash Barrels** _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 160

Where do you plan to park vehicles Parking lot by tennis courts and using public parking

Are there any special parking considerations 10 Buses will park in parking lot by softball diamond and 1 Ambulance
(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 One Ambulance

Date/Time September 9th, 2023 Time around 9:00 AM

Location Lincoln Park, Parking lot by the fieldhouse

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.

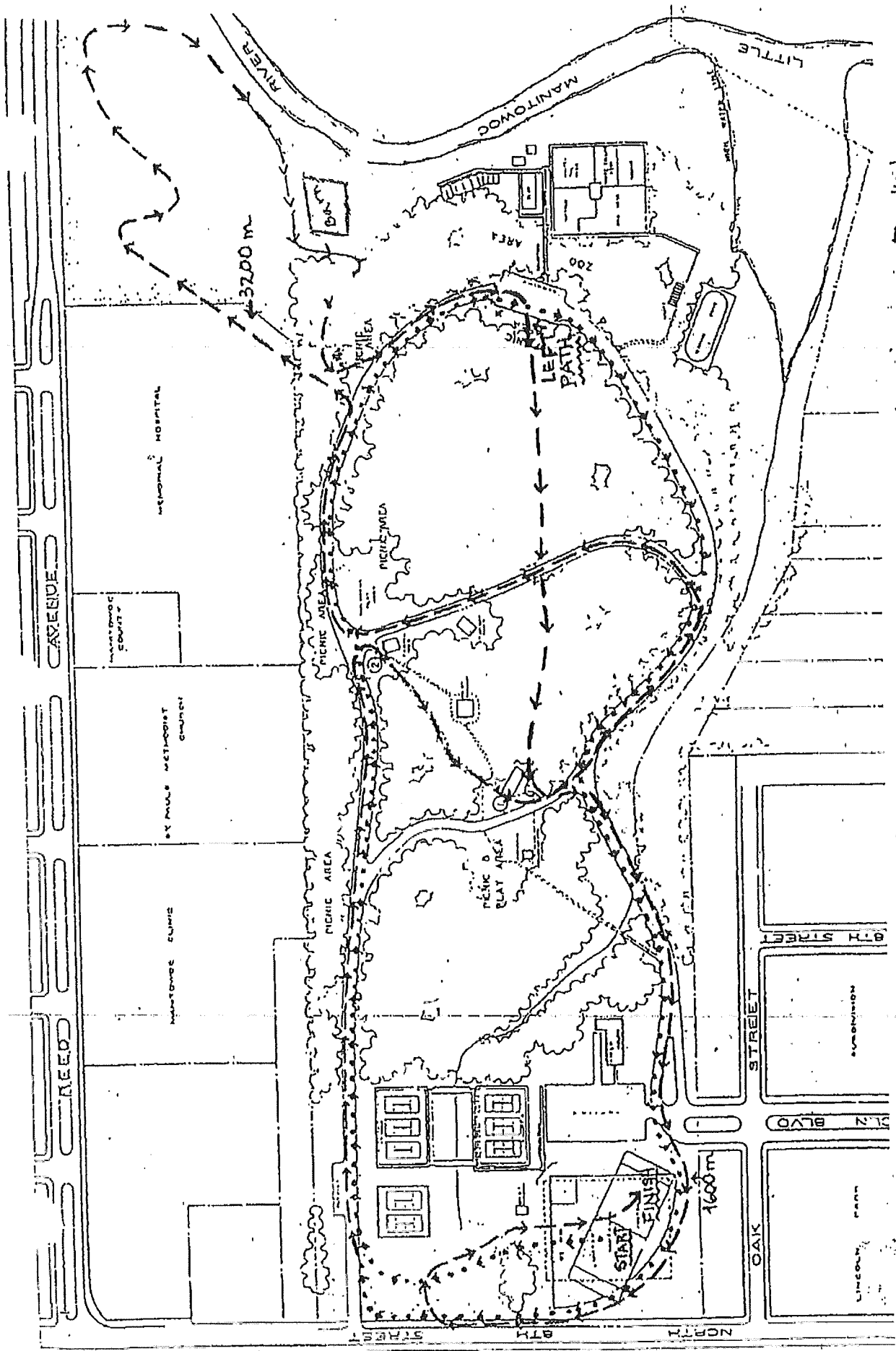
Date of birth of applicant 07 / 06 / 1981

Signature of Applicant: Nathan Kaderabek

Date: 9/21/22

E-MAIL

PRINT



... → first loop
 — → second loop

Rioncalli Cross Country Course
 Lincoln Park, Manitowoc, WI
 5000 meter Course

TEAM TENT AREAS

- | | | |
|-----------------------|---------------|-----------------------|
| 1. Sevastopol | 4. Roncalli | 7. Manitowoc Lutheran |
| 2. St. Mary's Springs | 5. Two Rivers | 8. Valders |
| 3. Howards Grove | 6. Kewaunee | |

