

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/15/2021

EVENT NAME: Turkey Trot

ORGANIZER: Festival Foods - Sean Ryan

E-MAIL ADDRESS: director@fall50.com

EVENT DATE: 11/25/2021

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Run/walk on southeast portion of city beginning at Red Arrow Park; forklift to be plugged in near concession stand; waiver of noise ordinance from 7 AM to 8 AM; street closures; assistance from PD

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Todd Blaser/sr
Jason Freiboth/sr
Dan Koski/sr
Liz Majerus/sr

COUNCIL ACTION REQUIRED:

Waiver of noise ordinance from 7 AM to 8 AM; See attachment from Festival Foods for requested road closures/interruptions

ITEMS TO INCLUDE IN LETTER:

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City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Festival Foods Turkey Trot

Name of Applicant Sean Patrick Ryan

Street Address 1724 Lawrence Dr.

Mailing Address _____
(if different)

City, State, Zip DePere, WI 54115

Primary Phone 920-606-2458

Cell Phone _____

Email director@fall50.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Jill Meyer-Lippert

On-Site Cell Phone # 920-629-1263

On-Site Security Contact Name Ty Lippert

On-Site Security Contact Phone # 920-629-1264

EVENT INFORMATION

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

Document Attached



JFK Fieldhouse--Packet pick up and registration
Red Arrow Park--Start and Finish of event

Event Name Festival Foods Turkey Trot

Location Red Arrow Park and surrounding streets

Staging Area Red Arrow Park

Event Date(s) 11/25/2021

Event Start Time 8:00 AM PM

Event End Time 10:00 AM PM

Setup Date(s) 11/25/2021

Setup Start Time 5:00 AM PM

Teardown Date(s) 11/25/2021

Teardown End Time 11:30 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

Public Event YES NO

Estimated Total Attendance 2000

Estimated Attendance _____
from outside City of Manitowoc

Event Website festivalfoodsturkeytrot.com

RECEIVED

SEP 14 2021

CITY OF MANITOWOC
ENGINEERING

Handwritten signature/initials

FACILITY REQUESTS

- Facility Location Red Arrow Park-Parking lot only
- 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 \$40,000
- Revenue to be used for Cost/Proceeds to local charities

ROUTE

Route map must be submitted with application

- Road Closure Describe location(s)
+ time(s) See attached
- Timed Route
- Road Crossing Describe where +
if assistance needed See attached
- Course Marking Describe type Yard signs and Banners
- Sidewalk Describe usage

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground (greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # 30
- Signs/Banners # _____
- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # 2 Size 20 x 20
- Other # Turn signs Describe _____

EVENT FEATURES

- Animals # 200 Type Dogs--On leash
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 7:00 AM PM
- End Time 10:00 AM PM
- Type of Sound Music/MC

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 11/25/2021 TIME 5:00 AM PM LOCATION 2 mile and 5 mile course

PICKUP DATE 11/26/2021 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' 12
- Barricades – 8' 5
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" _____
- Cones – 28" reflective 200
- 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 _____
 - Turn signs _____ 8
 - No Parking _____ 100

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 _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 300

Where do you plan to park vehicles Lincoln High School and surrounding streets

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 8-10 Officers from MTPD for traffic control

Date/Time 11/25/2021

Location 2 and 5 mile course

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?

Request any equipment fees be waived as they have been in the past due to non-profit nature of event. Benefits the YMCA and Boys and Girls Club.

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.

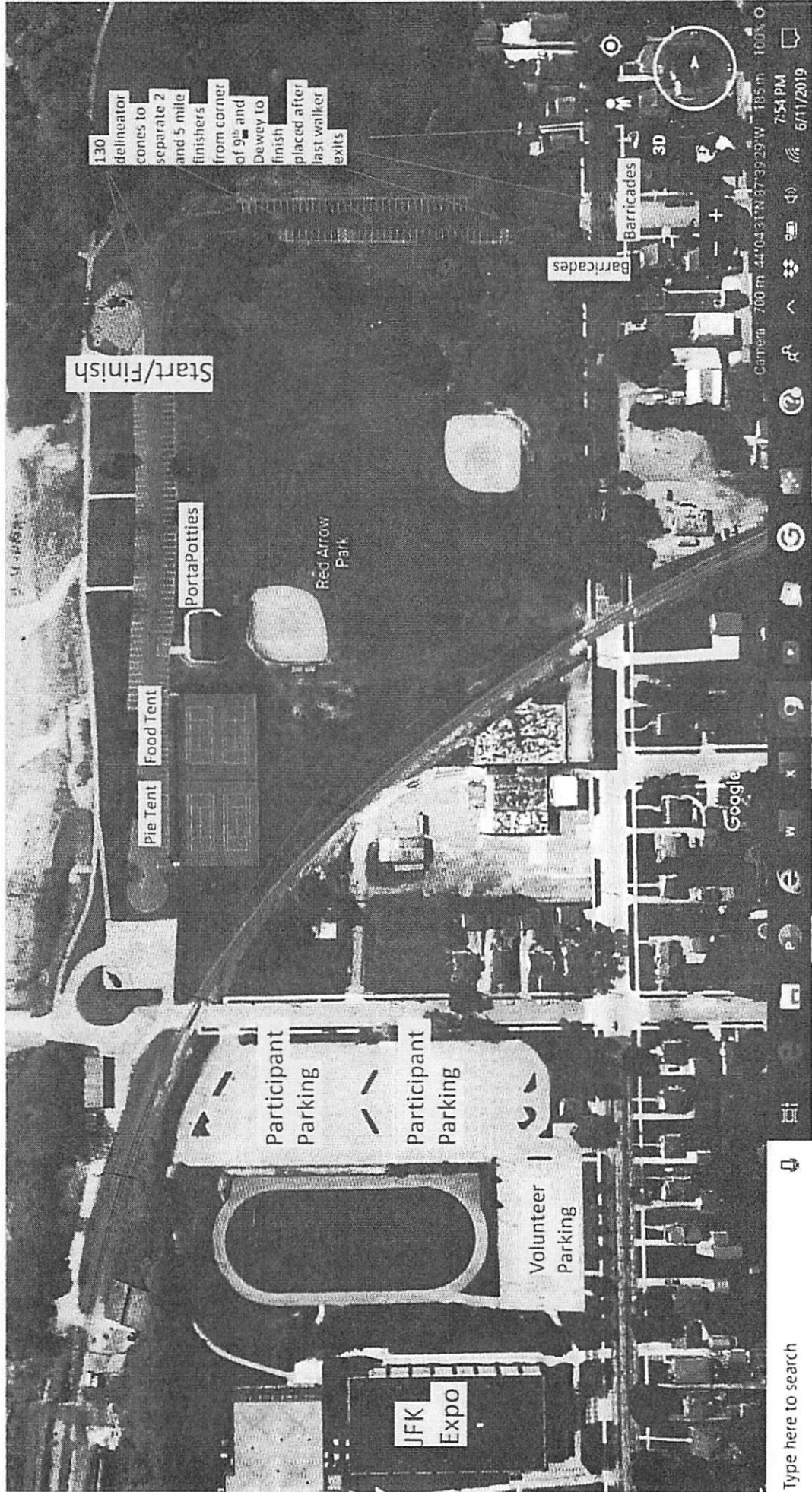
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the 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 / 17 / 1970

Signature of Applicant: *Sean Ryan* Date: 09/14/2021

E-MAIL

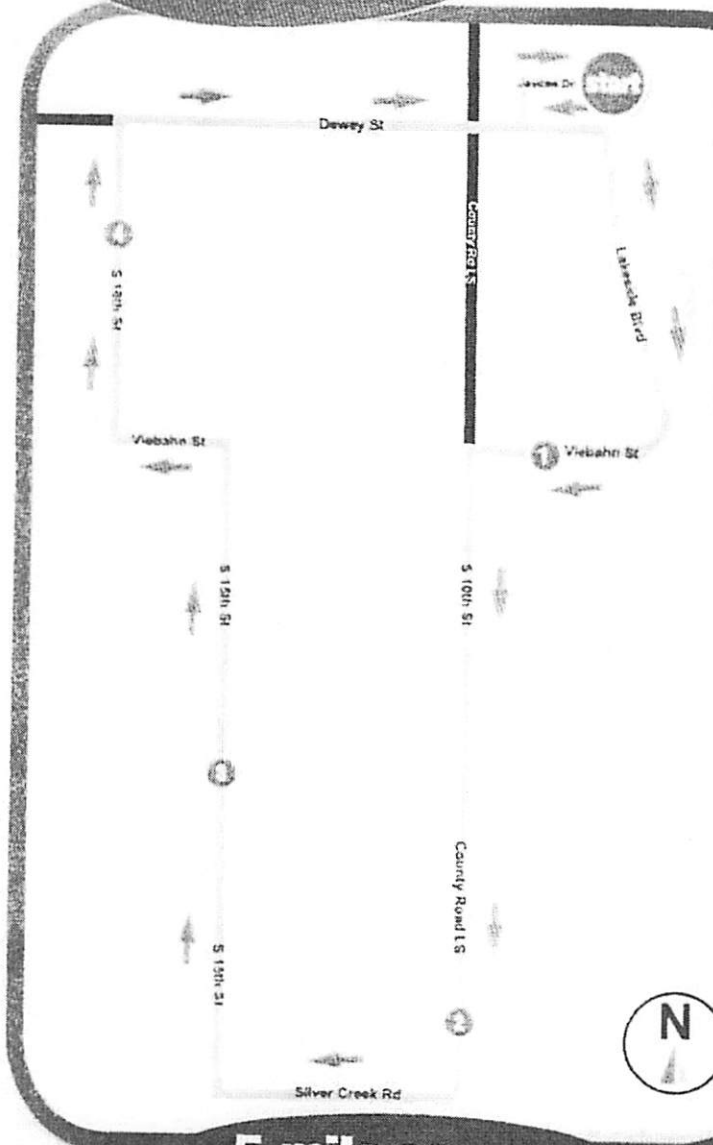
PRINT



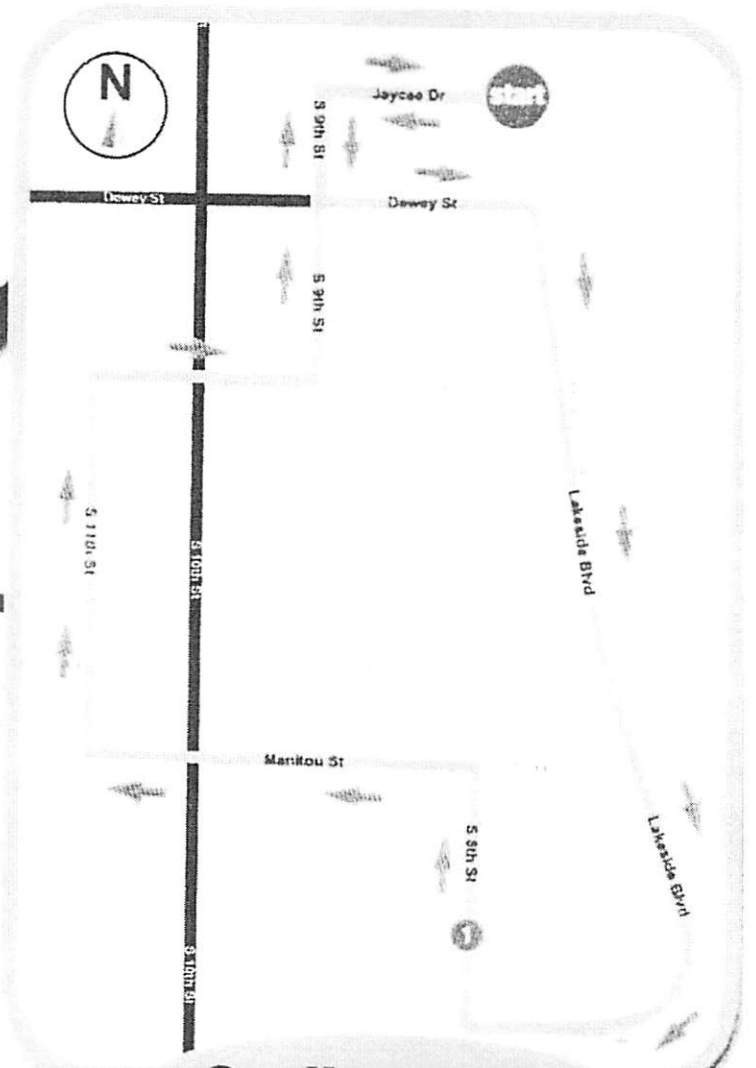
festival TURKEY TROT

Manitowoc, WI

Event begins at
8:00 a.m.



5 mile course



2 mile course



For 5 mile race results, visit:
www.FestivalFoodsTurkeyTrot.com

2021 FESTIVAL FOODS TURKEY TROT PLANNED ROAD INTERRUPTIONS

STREET	RUNNER PRESENCE	SECTION	RUNNER TIME ON ROAD
Jaycee Drive	Start/Finish	Inside Red Arrow Park	5:00 am - 8:30 am
S. 9th Street	Full road width	Jaycee Drive to Summit Street	7:45 am - 9:45 am
Dewey Street	Full road width	S. 18th Street to Lakeside Boulevard	8:00 am - 9:45 am
Lakeside Boulevard	Full road width	Dewey Street to Viebahn Street	8:00 am - 8:30 am
Viebahn Street	Full road width	S. 10th Street to Lakeside Boulevard	8:00 am - 8:40 am
Viebahn Street	Full road width	S. 18th Street to S. 15th Street	8:15 am - 9:00 am
S. 10th Street / County Road LS	Full road width	Viebahn Street to Silver Creek Road	8:00 am - 8:40 am
Silver Creek Road	Full road width	S. 15th to County Road LS	8:10 am - 8:50 am
S. 15th Street	Full road width	Viebahn Street to Silver Creek Road	8:15 am - 9:00 am
S. 18th Street	Full road width	Dewey Street to Viebahn Street	8:20 am - 9:20 am
S. 8th Street	Full road width	Manitou Street to Viebahn Street	8:15 am - 8:40 am
Manitou Street	Full road width	S. 11th Street to S. 8th Street	8:14 am - 8:50 am
S. 11th Street	Full road width	Summit Street to Manitou Street	8:20 am - 9:00 am
Summit Street	Full road width	S. 11th Street to S. 9th Street	8:20 am - 9:00 am

2021 FESTIVAL FOODS TURKEY TROT (MANITOWOC)

COURSE TIMELINE - 5 MILE RUN ROUTE

ROUTE	CROSS ROAD	DIRECTION OF RUNNERS	CUMULATIVE MILEAGE	PROJECTED PACE (MIN/MILE)			SHIFT DURATION (HRS:MIN)	STAFFING OFFICERS AND VOLUNTEERS
				FASTEST	AVERAGE	SLOWEST		
				05:30	10:00	17:00		
				EARLIEST ARRIVAL	MIDDLE OF PACK	LATEST DEPARTURE		
Start (Red Arrow Park)	Jaycee Drive	West	0.00					
Jaycee Drive	S. 9th Street	Left	0.12	8:00 AM	8:03 AM	8:05 AM	0:05	
S. 9th Street	Dewey Street	Left	0.19	8:00 AM	8:04 AM	8:07 AM	0:06	2 volunteers
Dewey Street	Lakeside Boulevard	Right	0.32	8:01 AM	8:04 AM	8:08 AM	0:07	2 volunteers
Lakeside Boulevard	Jackson Street	Straight	0.38	8:01 AM	8:06 AM	8:10 AM	0:08	2 volunteers
Lakeside Boulevard	Summit Street	Straight	0.43	8:02 AM	8:07 AM	8:11 AM	0:09	1 volunteer
Lakeside Boulevard	Wilson Street	Straight	0.48	8:02 AM	8:07 AM	8:12 AM	0:09	1 volunteer
Lakeside Boulevard	Flambeau Street	Straight	0.60	8:03 AM	8:07 AM	8:13 AM	0:10	1 volunteer
Lakeside Boulevard	Manitou Street	Straight	0.67	8:03 AM	8:09 AM	8:15 AM	0:11	1 volunteer
Lakeside Boulevard	Viebahn Street	Curve Right	0.84	8:04 AM	8:09 AM	8:16 AM	0:12	1 volunteer
Viebahn Street	College Street	Straight	0.89	8:04 AM	8:11 AM	8:19 AM	0:14	
Viebahn Street	S. 8th Street	Straight	0.95	8:05 AM	8:11 AM	8:20 AM	0:15	1 volunteer
Viebahn Street	County Road LS	Left	1.12	8:06 AM	8:14 AM	8:24 AM	0:15	2 volunteers
County Road LS	Silver Creek Park	Straight	1.36	8:07 AM	8:16 AM	8:26 AM	0:17	2 vol. + officer
County Road LS	Silver Creek Road	Right	2.13	8:11 AM	8:24 AM	8:41 AM	0:20	1 vol + officer
Silver Creek Road	S. 15th Street	Right	2.50	8:13 AM	8:28 AM	8:47 AM	0:29	2 volunteers
S. 15th Street	Lissa Lane	Straight	2.97	8:16 AM	8:32 AM	8:47 AM	0:33	1 vol. + officer
S. 15th Street	Loan Oak Lane	Straight	3.04	8:16 AM	8:33 AM	8:55 AM	0:39	1 volunteer
S. 15th Street	Viebahn Street	Straight	3.51	8:19 AM	8:38 AM	9:04 AM	0:39	1 volunteer
Viebahn Street	S. 18th Street	Right	3.68	8:20 AM	8:39 AM	9:07 AM	0:45	1 vol + officer
S. 18th Street	Flambeau Street	Straight	3.88	8:21 AM	8:41 AM	9:10 AM	0:47	1 vol. + officer
S. 18th Street	Jackson Street	Straight	4.11	8:22 AM	8:44 AM	9:14 AM	0:49	2 volunteers
S. 18th Street	Dewey Street	Right	4.18	8:22 AM	8:44 AM	9:16 AM	0:52	2 volunteers
Dewey Street	S. 16th Street	Straight	4.32	8:23 AM	8:46 AM	9:18 AM	0:53	1 + officer
Dewey Street	S. 15th Street	Straight	4.39	8:24 AM	8:46 AM	9:18 AM	0:54	1 vol + officer
Dewey Street	S. 14th Street	Straight	4.46	8:24 AM	8:47 AM	9:19 AM	0:55	2 volunteers
Dewey Street	S. 12th Street	Straight	4.60	8:25 AM	8:49 AM	9:20 AM	0:56	1 vol. + officer
Dewey Street	S. 11th Street	Straight	4.67	8:25 AM	8:49 AM	9:23 AM	0:57	2 volunteers
Dewey Street	S. 10th Street	Straight	4.73	8:26 AM	8:50 AM	9:24 AM	0:58	2 volunteers
Dewey Street	S. 9th Street	Left	4.80	8:26 AM	8:51 AM	9:25 AM	0:59	1 vol +2 officers
S. 9th Street	Jaycee Drive (Park)	Right	4.88	8:26 AM	8:51 AM	9:26 AM	1:00	2 volunteers
Jaycee Drive (Red Arrow Park)	Start/Finish	Straight	5.00	8:27 AM	8:53 AM	9:30 AM	1:01	1 vol.
							1:02	officer leading

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2020 FESTIVAL FOODS TURKEY TROT (MANITOWOC) COURSE TIMELINE - 2 MILE WALK ROUTE

ROUTE	CROSS ROAD	DIRECTION OF RUNNERS	CUMULATIVE MILEAGE	PROJECTED PACE (MIN/MILE)			SHIFT DURATION (HRS:MIN)	STAFFING OFFICERS AND VOLUNTEERS
				FASTEST 07:00	AVERAGE 12:00	SLOWEST 25:00		
Start (Red Arrow Park)	Jaycee Drive	West	0.00	8:10 AM	8:15 AM	8:18 AM	0:05	4 Vol+ officer
Jaycee Drive	S. 9th Street	Left	0.12	8:10 AM	8:14 AM	8:18 AM	0:07	0:00
Dewey Street	Dewey Street	Left	0.19	8:11 AM	8:15 AM	8:19 AM	0:08	0:00
Lakeside Boulevard	Lakeside Boulevard	Right	0.32	8:12 AM	8:16 AM	8:23 AM	0:10	2+officer
Lakeside Boulevard	Jackson Street	Right	0.38	8:12 AM	8:17 AM	8:24 AM	0:11	1 vol
Lakeside Boulevard	Summit Street	Straight	0.43	8:13 AM	8:18 AM	8:25 AM	0:12	1vol
Lakeside Boulevard	Wilson Street	Straight	0.48	8:13 AM	8:18 AM	8:27 AM	0:13	1vol
Lakeside Boulevard	Flambeau Street	Straight	0.60	8:14 AM	8:20 AM	8:30 AM	0:15	1vol
Lakeside Boulevard	Manitou Street	Straight	0.67	8:14 AM	8:21 AM	8:31 AM	0:17	1vol
Lakeside Boulevard	Viebahn Street	Straight	0.84	8:15 AM	8:23 AM	8:36 AM	0:20	1 vol
Viebahn Street	College Street	Curve Right	0.89	8:15 AM	8:23 AM	8:36 AM	0:21	1 vol
Viebahn Street	S. 8th Street	Straight	0.95	8:16 AM	8:24 AM	8:37 AM	0:22	2vol
S. 8th Street	Nicolas Court	Right	1.00	8:17 AM	8:25 AM	8:40 AM	0:23	1vol
S. 8th Street	College Street	Straight	1.05	8:17 AM	8:25 AM	8:41 AM	0:23	1vol
Manitou Street	Manitou Street	Left	1.11	8:17 AM	8:26 AM	8:42 AM	0:24	1vol
Manitou Street	S. 9th Street	Straight	1.21	8:18 AM	8:27 AM	8:45 AM	0:28	1vol
Manitou Street	S. 10th Street	Straight	1.28	8:18 AM	8:28 AM	8:47 AM	0:28	1vol
Manitou Street	S. 11th Street	Right	1.34	8:19 AM	8:28 AM	8:48 AM	0:28	1vol
S. 11th Street	Flambeau Street	Right	1.39	8:19 AM	8:29 AM	8:49 AM	0:30	1vol
S. 11th Street	Summit Street	Right	1.56	8:20 AM	8:31 AM	8:54 AM	0:33	1vol
Summit Street	S. 10th Street	Right	1.63	8:21 AM	8:32 AM	8:55 AM	0:34	1vol
S. 9th Street	S. 9th Street	Left	1.70	8:21 AM	8:33 AM	8:57 AM	0:35	1vol
S. 9th Street	Jackson Street	Straight	1.76	8:22 AM	8:34 AM	8:59 AM	0:36	1vol
S. 9th Street	Dewey Street	Straight	1.81	8:22 AM	8:34 AM	9:00 AM	0:37	1vol
Jaycee Drive (Red Arrow Park)	Jaycee Drive (Park)	Right	1.88	8:23 AM	8:35 AM	9:02 AM	0:38	1vol
Jaycee Drive (Red Arrow Park)	Finish	Straight	2.00	8:24 AM	8:37 AM	9:05 AM	0:41	1vol

2021 FESTIVAL FOODS TURKEY TROT PLANNED ROAD INTERRUPTIONS

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S. 10th Street / County Road LS	Full road width	Viebahn Street to Silver Creek Road	8:00 am - 8:40 am
Silver Creek Road	Full road width	S. 15th to County Road LS	8:10 am - 8:50 am
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