

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/3/2017

EVENT NAME: Gumby's Glow 5K Run/Walk

ORGANIZER: Manitowoc-Two Rivers YMCA - Craig Pautz

EVENT DATE: 7/14/2017

NEW OR RECURRING: New

LOCATION/DESCRIPTION: 5K run walk on Friday night while wearing glow materials; route is from grassy area off of Daisy & E. Magnolia to Lincoln Park & back; closure of parking lane on Johnston Dr. from E Ash to E Park View Ln; event held on sidewalk; lantern launch

ESTIMATED CITY COSTS:

POLICE	172.5
FIRE	
PARKS	0
RECREATION	
STREETS	300
TOTAL	472.5

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	0
STAKE PERMIT	0
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
GRAND TOTAL	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

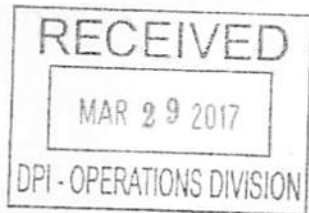
DENY

COUNCIL ACTION REQUIRED:

No parking in far west lane of Johnston Dr. from Ash St. to E Park Lane

ITEMS TO INCLUDE IN LETTER:

No lantern launch from Daisy Dr. If they want to go to the beach by the YMCA & ^{west side} what conditions are ~~feasible~~, they may do a launch from there with MFD approval



City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

NOTICE: This application must be turned in to the Parks Office a minimum of 60 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. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: Gumby's Glow Run/Walk- 5K run /walk for families with cancer

2. Date of Event: 07/14/2017 If multiple days, Start Date: End Date:
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 7:00 pm AM/PM Actual Start Time: 8:00 pm AM/PM Finish Time: 9:30 pm AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:

Manitowoc-Two Rivers YMCA

Name of organization responsible for event

Craig Pautz

Telephone # PRIOR TO event (920) 482-1520

Name (first, middle, and last) of event organizer

Craig Pautz

Telephone # DURING event (920) 482-1520

Contact name DURING event (if different)

205 Maritime Dr.

Street Address

Manitowoc WI 54220

E-mail address cpautz@mtrymca.org
of event organizer

City, State, Zip

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

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

The first annual Gumby's Glow Run is designed to get families out on a Friday night together to exercise while wearing glow materials. The purpose of the this event is to support local families affected by cancer.

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

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

Have you reserved the park &/or park facilities? Yes No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? Yes No If yes, which street(s): The right lane of Johnston Dr. from Ash St. to E.Park Ln

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? Yes No

Handwritten initials: A/N



6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? Yes No

If yes, where on the trail will the event begin: _____

Where on the trail will the event end: _____

When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. **The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.**

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____

Date: _____

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? 100-200

How many vendors will be at your event? 1 How many vehicles? 100-200

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

7pm-9:30pm on 7-14-17 on Johnston Dr. frm Ash St. to E.Park Ln (far west lane)

Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

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

Will a loudspeaker or similar electric sound amplification system be used outdoors? Yes No

If yes, what hours: 6-9:45pm a Meadow Lanes North (Dj and announcer), Northwest entrance of Lincoln Park with will turn around in approx. 100-200yds + exit same way.

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No

If yes, please describe: _____

Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? Clean-up Street-sweeping

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? Yes No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? Yes No If yes, please indicate what types of animals, how many are expected, and where they will be located. _____

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.

In the case of a premise with a current alcohol license, do you need an extension of your premise? Yes No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? Yes No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

I need help from DPW figuring out cones and lane closure on Jonhston Dr. from Ash to E.Park Ln. I am willing to work with Randy Junk in the setup and take down of the cones/barricades

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*	Cost/Day	=	Total	
Barricades							
2'	_____	X	_____	\$3.00	=	_____	Flashers _____
3'	_____	X	_____	\$3.00	=	_____	Flashers _____
8'	_____	X	_____	\$4.00	=	_____	
Rail type-long	_____	X	_____	\$2.00	=	_____	
Rail type-short	_____	X	_____	\$2.00	=	_____	
Channelizer Drums	_____	X	_____	\$3.00	=	_____	
Cones							
18"	_____	X	_____	\$1.50	=	_____	
28"	_____	X	_____	\$1.50	=	_____	
Safety vests	_____	X	_____	No charge	=	No Charge	
Snow fence							
Rolls	_____	X	_____	\$4.00	=	_____	
Posts	_____	X	_____	No Charge	=	No Charge	
Post driver/pounder	_____	X	_____	No Charge	=	No Charge	
Traffic signs	_____	X	_____	\$2.00	=	_____	Description _____
	_____	X	_____	\$2.00	=	_____	Description _____
	_____	X	_____	\$2.00	=	_____	Description _____
Traffic signs (Portable)	_____	X	_____	\$3.00	=	_____	Description _____
	_____	X	_____	\$3.00	=	_____	Description _____
	_____	X	_____	\$3.00	=	_____	Description _____
Other (list items and amounts)							

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'	_____	X	_____	\$5.00	=	_____	
Park benches	_____	X	_____	\$7.00	=	_____	
Picnic tables	_____	X	_____	\$7.00	=	_____	
Risers, platform	_____	X	_____	\$15.00	=	_____	Description _____
Security stanchions	_____	X	_____	\$ 5.00	=	_____	
Tent, 10'x10'	_____	X	_____	\$30.00	=	_____	
Tent, 10'x20'	_____	X	_____	\$35.00	=	_____	
Ticket booths, outdoor	_____	X	_____	\$15.00	=	_____	
Trash cans	_____	X	_____	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***	_____	X	_____	\$240.00	=	_____	
Other (list items and amounts):							

TOTAL RENTAL CHARGES _____

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

***The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. Stake Permit: **There is a \$50.00 NON-WAIVABLE stake permit fee per event. If any items will be staked into the ground. The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up.** Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy Yes No
 Fence Yes No
 Sign Yes No
 Bounce house Yes No If electric, where will item be plugged in? _____
 Other tent is placed at Yes No If electric, where will item be plugged in? _____

on meadow Links property by hole #9

If yes for any, give a detailed explanation under #5.

10. 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 AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? Yes No If yes, please describe:

I met with the Manitowoc PD regarding the route and the safety of the event. From that discussion the PD rec

 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
 The City reserves the right to require a detailed written public safety plan.

11. Fees & Reimbursement: Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment. Stake Permit Fees, License Fees and Delivery Fees will not be waived.

Is a waiver of some or all fees requested? Yes No

If yes, please explain what fees you desire waived or reduced and the reason(s):

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

Yes No

If yes, explain and list specific charges

t-shirt, glow items, Police/DPW charges and glow lanterns

What are your estimated revenues and what will the revenues be used for?

\$1500-\$2000

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

12. 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.

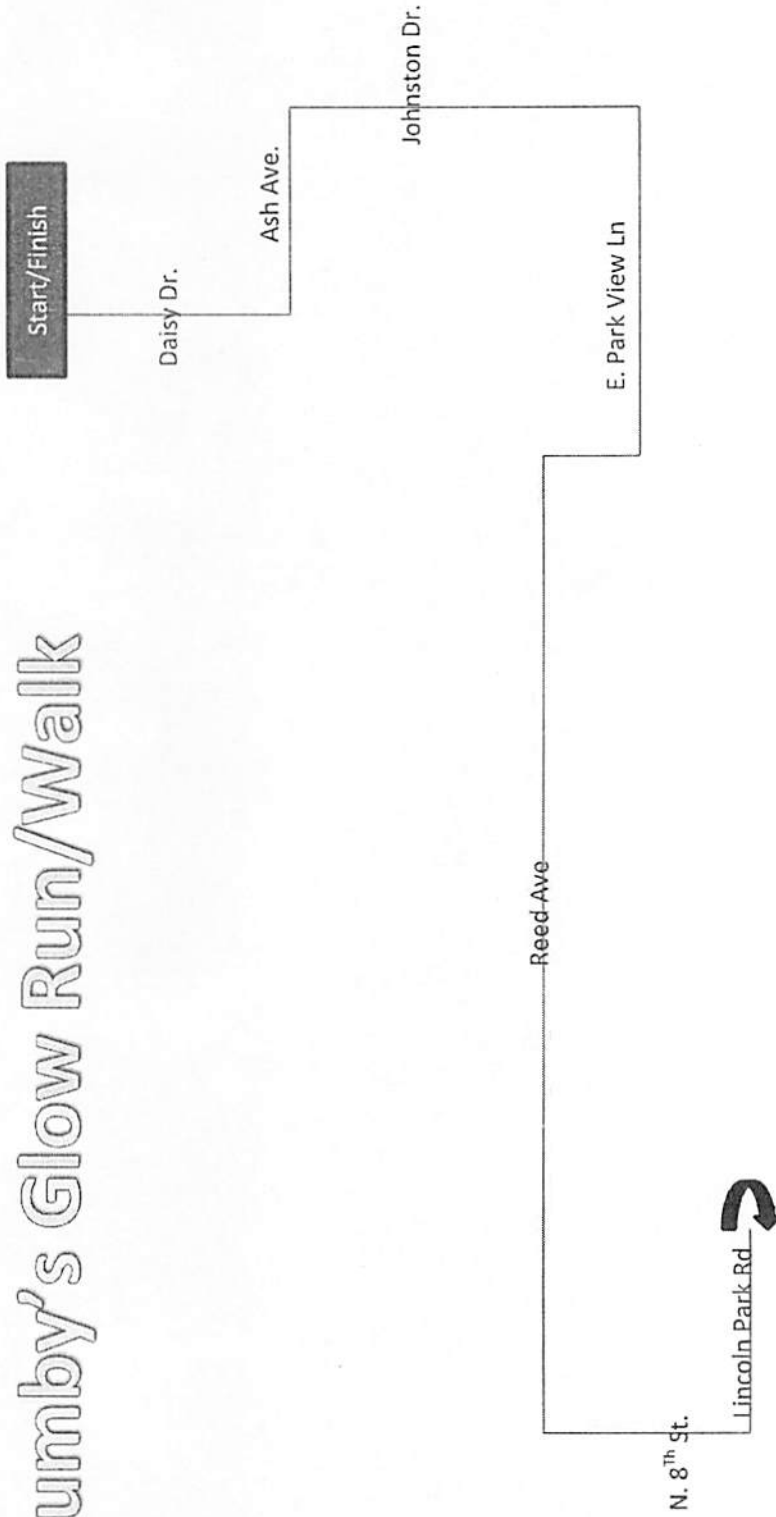
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the 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 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 06 / 15 / 1972

Signature of Applicant: Cyr Pong Date: 3-22-17

* If approved the event would like to end the event with a lantern launch at approximately 9:30 pm. We would be willing to use the Manitowoc Fire Dept. and their knowledge with this part of the event. The lanterns are biodegradable and would be sent off together in memory of those that had Cancer or those arising through Cancer.

Gumby's Glow Run/Walk



*Start /Finish is located on the grassy area off of Daisy St. and E. Magnolia

*The event will be on City Streets from the start line to Reed Ave.

*Participants will be on a sidewalk from Reed Ave. to N.8th St.

*The turnaround is located approximately 100yds inside of Lincoln Park northwest entrance

Sandy Ronski

From: Craig Pautz <cpautz@mtrymca.org>
Sent: Wednesday, March 29, 2017 3:41 PM
To: Sandy Ronski
Subject: RE: Gumby's Glow 5K - location of tent

Hi Sandy

Question #9-The tent will be located on Meadow Links North property by hole #9.

Question #7-The route will enter Lincoln Park on the Northwest side (closest to the tennis courts) and will turn around approximately 100-200 yds. in the park and come back out the same way.

Thank you

Craig Pautz

Wellness and Sports Director

Manitowoc-Two Rivers YMCA

(920) 482-1520

From: Sandy Ronski [<mailto:sronski@manitowoc.org>]

Sent: Wednesday, March 29, 2017 3:35 PM

To: Craig Pautz

Cc: Karen Dorow

Subject: Gumby's Glow 5K - location of tent

I am reviewing the Special Event Application that was turned in for the Gumby's Glow 5K Run/Walk event on 7/14/2017. Under item #9, you indicated that there would be a tent. Where will the tent be located? It looked like you attempted to fill in the location under "Other," but it was cut off.

Also under item #7, your answer was cut off after "Northwest entrance of Lincoln Park with." Can you tell me what the rest of that sentence said, please?

Thank you,

Sandy Ronski

Operations Clerk II

Cemetery, Parks, Transit, and Streets & Sanitation Divisions

City of Manitowoc

2655 S 35th St.

Manitowoc, WI 54220

Phone: 920-686-6518

Fax: 920-686-6525

www.manitowoc.org