

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 10/25/2023

**EVENT NAME:** Shelltrack

**ORGANIZER:** Snow Crown - Sarah Kapitz

**E-MAIL ADDRESS:** [sarah@brokenspokebikes.com](mailto:sarah@brokenspokebikes.com)

**EVENT DATE:** 12/16/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Fat tire bike race at Silver Creek Park. This event is part of the Snow Crown Series.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Waiting on more information.

**COMMITTEE DECISION:**

APPROVE	DENY
Courtney Hansen /ec Eric Nycz /ec Todd Blaser /ec Jason Freiboth /ec Shawn Alfred /ec	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

DOWNLOAD FORM

Download the PDF Special Event Application to your computer or network drive, open with Adobe Reader and fill in. We do not recommend using any web browser to open the form as most have issues with fillable PDF forms. If you do not have Adobe Reader installed on your computer, you may download the latest version free of charge: <http://get.adobe.com/reader/othersversions>

### APPLICANT INFORMATION

Business/Org Name Snow Crown LLC

Name of Applicant Sarah Kapitz

Street Address 6220 Maribel Rd

Mailing Address \_\_\_\_\_  
(If different)

City, State, Zip Denmark WI 54208

Primary Phone 920-606-2101

Cell Phone same

Email sarah@brokenspokebikes.com

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Saray Kapitz

On-Site Cell Phone # 920-606-2101

On-Site Security Contact Name n/a

On-Site Security Contact Phone # n/a

### EVENT INFORMATION

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

Missing Map/Drawing

We will be hosting a fat bike race on the trails in Silver Creek Park.

Event Name Shelltrack

Location Silver Creek Park

Staging Area \_\_\_\_\_

Event Date(s) ~~12/01/2023~~ 12/16/2023

Event Start Time 6 AM  PM

Event End Time 3 AM  PM

Setup Date(s) ~~12/08/2023~~ 12/15/2023

Setup Start Time 3 AM  PM

Teardown Date(s) ~~12/09/2023~~ 12/17/2023

Teardown End Time 1 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

Public Event YES  NO

Estimated Total Attendance 150

Estimated Attendance 100  
from outside City of Manitowoc

Event Website snowcrownseries.com

RECEIVED  
OCT 16 2023

## FACILITY REQUESTS

- Facility Location Silver Creek Field House
- 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 \_\_\_\_\_
- 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 \_\_\_\_\_ AM PM
- End Time \_\_\_\_\_ AM PM
- Type of Sound \_\_\_\_\_

## 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](http://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 \_\_\_\_\_
  - ow fence – 50' rolls – plastic \_\_\_\_\_ wooden \_\_\_\_\_
  - w fence – posts \_\_\_\_\_
  - booths – outdoor \_\_\_\_\_
  - rels \_\_\_\_\_

12/202

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 150

Where do you plan to park vehicles In the parking lot at Silver Creek Park

Are there any special parking considerations no  
(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?

**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 03 /30 / 1976

Signature of Applicant: Sarah Kapitz Date: 10/16/2023

E-MAIL

PRINT