



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



March 8, 2017

Mr. Paul Roekle
Manitowoc Sunrise Rotary Club
2325 Victoria Dr.
Manitowoc, WI 54220

Dear Mr. Roekle:

Your request to hold your annual run-walk event at and near Lincoln Park on Saturday, October 21, 2017 using the route detailed therein, along with use of Cabin 1 and waiver of all fees, was acted upon by the Special Events Committee at the meeting of Monday, March 6, 2017.

At said meeting the Committee recommended approving your request.

Please have your insurance agent submit a certificate of insurance along with separate additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to dneuser@manitowoc.org.

If you have any questions, please contact me at 686-6950.

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/6/2017

EVENT NAME: Manitowoc Sunrise Rotary Run/Walk

ORGANIZER: Manitowoc Sunrise Rotary - Paul Roekle

EVENT DATE: 10/21/2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Annual run/walk beginning at Lincoln Park and going to streets on the NE side of City (runners will now be using the grassy area by the former Elk's Club property); use of cabin 1

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	154
RECREATION	
STREETS	0
TOTAL	154

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
GRAND TOTAL	154

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

(Handwritten signatures)
 Todd Ho
 [Signature]
 [Signature]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

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: Manitowoc Sunrise Rotary Annual Run/Walk
2. Date of Event: 10/21/2107 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 am AM/PM Actual Start Time: 8:00 am AM/PM Finish Time: 11:30 am AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Manitowoc Sunrise Rotary
Name of organization responsible for event
Paul G Roekle Telephone # PRIOR TO event (920323_9811)
Name (first, middle, and last) of event organizer
Telephone # DURING event (920323_9811)
Contact name DURING event (if different)
2325 Victoria Drive
Street Address
Manitowoc, WI 54229 E-mail address proekle@comcast.net
City, State, Zip of event organizer
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.**

Lincoln Park, City Sidewalks and Streets near Lincoln Park (See Attached)

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

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

Cabin #1

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): _____

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



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

How many vendors will be at your event? -0- How many vehicles? 40

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

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: _____

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:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	<u># Needed</u>	<u># of Days*</u>	<u>Cost/Day</u>	<u>Total</u>	
Barricades					
2'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$3.00	=	Flashers _____
3'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$3.00	=	Flashers _____
8'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$4.00	=	_____
Rail type-long	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$2.00	=	_____
Rail type-short	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$2.00	=	_____
Channelizer Drums	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$3.00	=	_____
Cones					
18"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1.50	=	_____
28"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1.50	=	_____
Safety vests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No charge	=	No Charge
Snow fence					
Rolls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$4.00	=	_____
Posts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Charge	=	No Charge
Post driver/pounder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Charge	=	No Charge
Traffic signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$2.00	=	Description _____
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$2.00	=	Description _____
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$2.00	=	Description _____
Traffic signs (Portable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$3.00	=	Description _____
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$3.00	=	Description _____
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$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'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$5.00	=	_____
Park benches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$7.00	=	_____
Picnic tables	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$7.00	=	_____
Risers, platform	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$15.00	=	Description _____
Security stanchions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 5.00	=	_____
Tent, 10'x10'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$30.00	=	_____
Tent, 10'x20'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$35.00	=	_____
Ticket booths, outdoor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$15.00	=	_____
Trash cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Charge	=	No Charge
Wenger portable bandwagon, 35x8**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$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 _____ Yes No If electric, where will item be plugged in? _____

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:

Doug Gossen
Name of Security Coordinator

(920) 242 - 0850
Phone # before event

(920) 242 - 0850
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):

All fees including Cabin Rental

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

\$15.00 Entrance Fee for Run Participants

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

\$750.00, Local Scholarships and Youth Projects

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 07, 20, 1944

Signature of Applicant: Paul Roelle

Date: 02/27/2017

REQUEST FOR SPECIAL EVENTS PRIVILEGE

Today's Date: 2/27/2017

Request Date: 10-21-2017

Organization: Manitowoc Sunrise Rotary Club
Contact Person: Paul Roekle
Address: 2325 Victoria Drive
Manitowoc, WI 54220
Cell: (920)323-9811
proekle@comcast.net

Re: Request for use of sidewalks and streets for 5K Run in and near Lincoln Park.

Manitowoc Sunrise Rotary Club requests permission to hold it's twelfth annual run/walk event at and near Lincoln Park. The 5K run would be held on Saturday October 21, 2017 in the morning. We request to use the route described below for the 5K race.

The run would begin at 8:00am. The start and finish line would be in the Cabin # 1 picnic area. The area and Cabin 1 would be used for parking and registration.

From the starting line, the run would proceed south from the #1 picnic area to the park road and then follow east on the road past the zoo, loop out to North 8th Street, using the east sidewalk of North 8th Street, south on the sidewalk to Oak Street, east on Oak Street sidewalk to North 5th Street and south on North 5th Street sidewalk to Waldo Boulevard. We would then proceed east on Waldo to Memorial Drive, using the north sidewalk of Waldo, to the end of the sidewalk. We would then proceeding on the grass to Memorial Drive, to Johnston Drive and then to East Park View Lane. We have obtained permission from the land owner to use the grassy area at the location of the former Elk's Club and golf course. We would follow west on East Park View to Reed Avenue. On Reed we would use the south sidewalk to enter the park at the petting zoo entrance, then into the zoo, proceeding out of the zoo main entrance, then following the road back to Picnic Area #1. The race would finish within the park at the Cabin #1 picnic area.

The race itself would take approximately 20 to 40 minutes.

The following times are approximate:

8:00AM: Start Run
8:04AM: Picnic area #2 to Zoo:
8:10AM: Zoo to North 8th Street:
8:12AM: North 8th Street to Oak Street:
8:14AM: Oak Street to North 5th Street
8:15AM: North 5th Street to Waldo Blvd:
8:20AM: Waldo Blvd to Johnston Drive:
8:23AM: Johnston Drive to East Park View Lane:
8:25AM: East Park View Lane to Reed Ave:
8:26AM: Reed Ave to Petting Zoo:
8:31AM: Petting Zoo to Finish at #2 Picnic Area:

The 5K run will be divided into age groups with fees charged for registration. Prior to October 1, the fee would be \$15.00 per person. The funds raised will be used for Rotary sponsored community youth projects and local scholarships.

Manitowoc Sunrise Rotary Foundation is a 501(c)(3) tax exempt organization.

Thank you for your consideration of this event. For any questions, I can be contacted at the following numbers:

Cell: 920-323-9811
proekle@comcast.net

Paul Roekle