

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/5/2025

EVENT NAME: Sexual Assault Awareness Month Fun Run

ORGANIZER: InCourage - Violet Salley

E-MAIL ADDRESS: violet.salley@incouragewi.org

EVENT DATE: 4/19/2025

NEW OR RECURRING:

LOCATION/DESCRIPTION: Run/walk to benefit InCourage. The route stays on sidewalks and starts at Red Arrow Park, heading north to downtown and back.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Eric Nycz /ec Dan Koski /ec	

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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Special Event Application

Wednesday, January 22, 2025

General Event Information

Event name	Sexual Assault Awareness Month Fun Run
Location	Red Arrow Park, 1931 South 9th Street Manitowoc WI
Date	Saturday, April 19, 2025
Event time	9:00 AM - 12:00 PM
Setup start time	Saturday, April 19, 2025 04:00
Takedown end time	Saturday, April 19, 2025 13:00

Applicant Information

Name of Applicant	Violet Salley
Organization Name	Incourage Inc.
Address	300 East Reed Avenue Manitowoc, WI, 54220
Email	violet.salley@incouragewi.org
Phone number	(920) 242-9479
On-site contact & phone number	9202429479

Event Details

Event description

The third annual Sexual Assault Awareness Month Fun Run/Walk benefiting InCourage dba Manitowoc County Domestic Violence and Sexual Assault Center. Through this fun run we hope to provide sexual assault awareness as well as fundraise for our non-profit. It will start and end at Red Arrow Park. The Route will follow the attached map directions. Street closures are unnecessary, but some streets will need cones for the protection of the participants. The cones will be placed every 15 to 20 feet throughout the route. Course marshals will be stationed at every turn along the routes where the cones are set up for street running. Having course marshals at every turn will allow participants security as well as be there to help with any questions. We plan to have 2 hydration/medical stations; one at the 1.5 mile point, the other located at the end of the route at Red Arrow Park.

Estimated total attendance	200
Est. attendance from outside Manitowoc	30

Event website

<https://saam5k.square.site/>

Vendors & Money Exchange

Select all that apply to the event

Vendor(s) Collecting monetary donations

Charging admission or registration

Expected revenue

2500

Revenue will be used for

donated to InCourage

Route & Road Usage

Where are cars parking?

At Red Arrow Park

Describe course markings and if this is a timed route

untimed event

Time of amplified sound

8:00 AM - 12:00 PM

Amplified sound type

whistles, music, speaker

Event Structures

Safety & Security

Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

Not applicable at this time

Equipment & Facility Requests

Facility Request

Red Arrow Park Open Air Shelter (\$53)

Park and Athletic Field Request

Red Arrow Park (\$75)

Do you need power or lighting?

power turned on at red arrow park

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12' 1
\$110 max. 1

Portable Bandwagon 35'x8'

Tables & seating

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' $\frac{5}{\$6 \text{ max } 20}$

Parks items

Post pounder

Power pedestal

Safety vests $\frac{20}{\$4 \text{ max. } 20}$

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20'

Ticket booth

Trash barrels $\frac{2}{\$6 \text{ max. } 50}$

Traffic control

Barricades 2'

Barricades 3' $\frac{2}{\$7}$

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28" $\frac{75}{\$5.50}$

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Est. equipment cost per day 603.50

Equipment request notes

Please drop off equipment at Red arrow park prior to 5 am on 4/19/2024

Waiver of Fees

Are you requesting a Waiver of Fees?

Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Why should this Waiver of Fees be granted?

This event is taking place in hopes to spread awareness of sexual violence in our community as well as raise funds for the sexual assault and domestic violence center in our community. InCourage is currently the only domestic and sexual violence center / shelter in our community.

Map

Upload map and supporting documents



SAAM Fun Run Route Rev..pdf

Legal Notice and Submission

Would you like to meet with the Special Event Committee to discuss your event?

No

Applicant date of birth

Tuesday, January 27, 1998

Sign

Violet Salley

Google Maps

Red Arrow Pk Acc, Manitowoc, WI 54220 to Red Arrow Pk Acc, Manitowoc, WI 54220

Walk 5.0 km, 1 hr 1 min



Map data ©2022 1000 ft



via S 9th St and S Lakeview Dr 1 hr 1 min

5.0 km

Mostly flat