

Parks Rec
4-7-14

14-601

NOTICE: This application must be on file in the City Clerk's Office a minimum of 30 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.

SPECIAL EVENTS APPLICATION FORM

- 1. Name/Description of Event: Kids Superhero SK Walk
- 2. Date of Event: 4 26 / 14 If multiple days, Start Date: / / End Date: / /
- 3. Time Event will start to form: 8:30 AM/PM Actual Start Time: 9:00 AM/PM Finish Time: 1:00 AM/PM
- 4. Name and complete address of Organization/Individual organizing the Event:

Child Abuse Prevention Task Force of Manitowoc
 Name of organization, if applicable Country

Ashley S. Bender
 Name (first, middle, and last) of individual organizing the Event

702 State Street, P.O. Box 2315
 Street Address

Manitowoc, WI 54221-2315
 City, State, ZIP

Telephone # (920) 860-1103

Business # () - -
 (if applicable)

Date of Birth 09 / 23 / 1985
 of organizing individual

RECEIVED

APR - 3 2014

CITY CLERKS OFFICE

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

5. Email address of organizer: Ashleyb@lakeshorecap.org

6. Location of the Event: Please attach a detailed map or diagram of your event. Also, please indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Participants will head North on Mariner's Trail from the YMCAs parking lot. They will walk along Mariner's Trail until they get to Dairy Queen where they will turn around on the trail & return to the YMCA.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes No Which park? Mariner's Trail

Have you reserved the park for this purpose? Yes No If no, please contact the Parks Department at (920) 686-3580.

Does the event require streets to be closed? Yes No If yes, which street(s): _____

Will the event be held indoors? Yes No If yes, what building? _____
 Building Name & Street Address

- 7. Tell us about your Event:
 - 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
 - What is the estimated attendance at your event, including observers? 150 to 200 people
 - How many vendors will be at your event? 0 How many vehicles? 0
 - Do you require any special parking restrictions? Yes No If yes, what type, when, and where: _____

Will any of the following services be required? Barricades Clean-up Street-sweeping
For help defining your parking, clean-up, and barricade needs, please contact the Department of Public Works at (920) 686-6550.

Will a tent or any other temporary structures be erected? Yes No

Will any fireworks or pyrotechnic devices be used during the event? Yes No
Contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

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: Portable
toilets will be at the YMCA in the parking lots

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.

8. 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 to the City Clerk's Office at least 10 days before your event.

Designated contact person for the event:

Ashley Bender
Name of Day-of coordinator

(920) 860 - 1103
Phone # before event

(920) 860 - 1103
Phone # the day of the event

Is security needed for this event? Yes No

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

9. Fees & Reimbursement: The standard fees for equipment rental and licenses will apply. The City may also require reimbursement for extraordinary expenses for your event. To request a waiver of the extraordinary expenses, please submit a letter detailing your request.

10. 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, liquor licenses, tent 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.

Signature of Applicant: Ashley Bender

Date: 03/24/2014

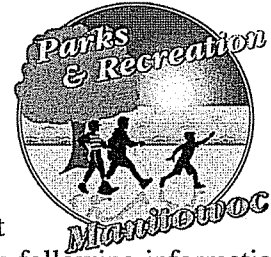
COMMITTEE RECOMMENDATION: _____ DATE: _____

COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No



Mariner's Trail Special Use Trail Permit



The Manitowoc and Two Rivers Parks and Recreation Departments reserve the right to permit events conducted on the Mariners Trail and facilities. Please complete the following information and submit it to either Parks and Recreation Office. There is no charge for a trail permit, and events will be considered on a case-by-case basis. Considerations for permitting a trail event include type of event, day of event, and other requests within 30 days of the event, as well as other considerations that may affect the public's use of the trail.

All special events or activities approved by the permit panel (Two Rivers & Manitowoc Park & Recreation Directors) can be reserved 12 months in advance including a renewal, "First Right of Refusal" clause. Set up, clean up and take down and other services provided by a City staff will be billed at the hourly rate currently charged by the Park & Recreation Department. **Event promoter must provide a copy of 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.**

Name: ^{Child Abuse Prevention} Task Force of Manitowoc County ^{Ashley Bender} Street Address: 702 State Street, P.O. Box 2315
City: Manitowoc State: WI Zip: 54221-2315 Phone: 920-860-1103

Date of Event: April 26, 2014 Facilities Requested: trail use

Purpose of Application: Public Walk Start time: 8:30 AM End time: 1 pm.
Will alcoholic beverages be served? Yes No if yes, what type? _____
(Please note: Glass beverage containers not permitted in TR public parks - Ord. 7-1-10)

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. Permittee is required to provide event liability insurance naming the Cities of Two Rivers and Manitowoc as co-insured.

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.

Ashley Bender 03/24/2014
Signature of Permittee Date

Approved by Manitowoc Parks Department Manager Date

Approved by Two Rivers Parks & Recreation Director Date

Notes

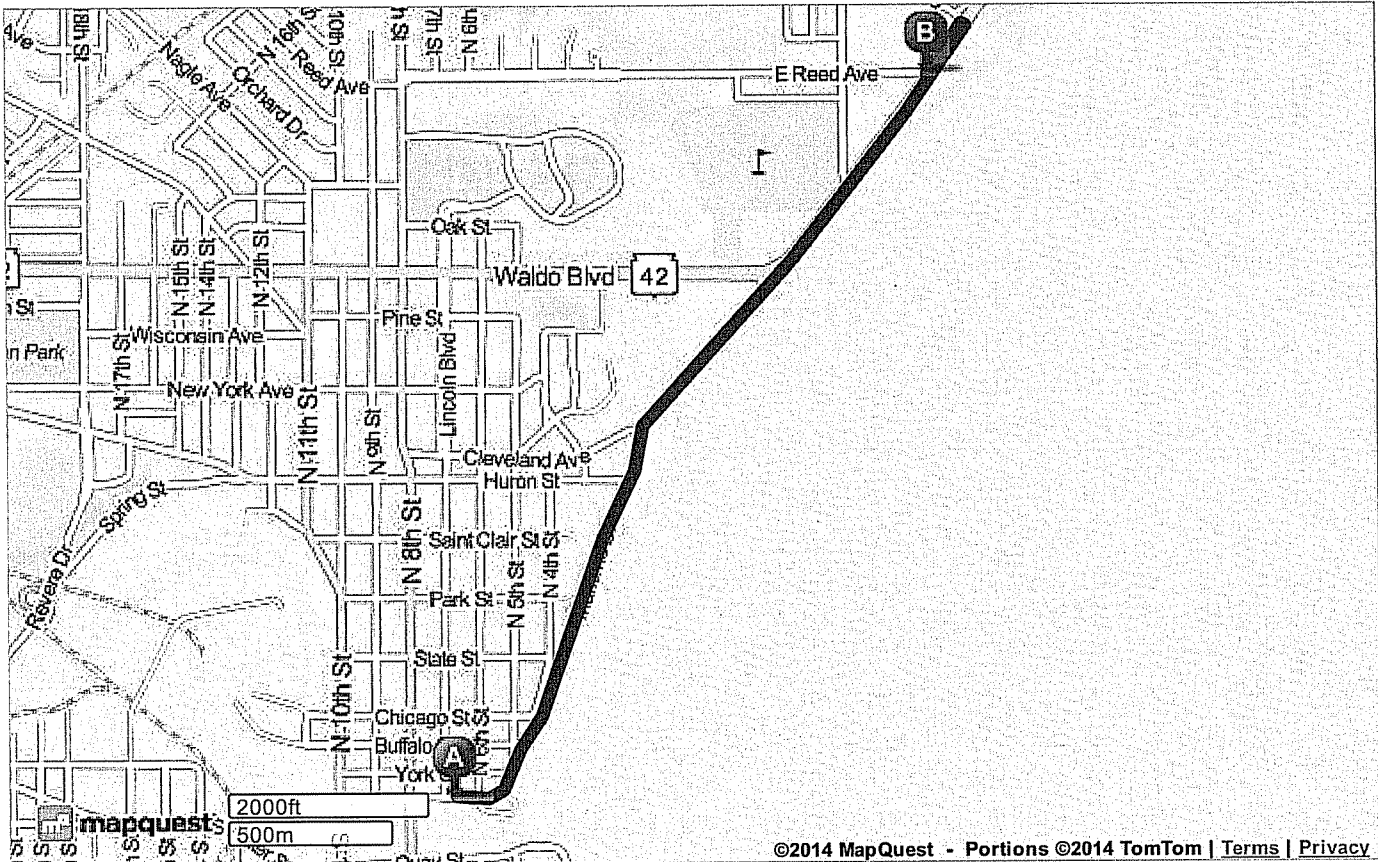


Trip to:

808 Memorial Dr

Manitowoc, WI 54220-2239

2.04 miles / 4 minutes



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Kids Superhero 5K Walk

The Kids Superhero 5K Walk is a fun family activity! This event is sponsored by local youth serving organizations in partnership with National Healthy Kids Day through the Manitowoc-Two Rivers YMCA. These youth serving organizations have come together in collaboration to raise awareness of child abuse and neglect. The committee includes Lakeshore Family Resource Center, Court Appointed Special Advocate (CASA), CESA #7 Head Start-Early Head Start, Birth to 3, Community Partnership for Children, and Manitowoc County Human Services Department. This committee has made it their mission to educate Manitowoc County on the prevalence of child abuse and neglect, and in return, promote child abuse prevention efforts that will help eliminate such statistics.

The Kids Superhero 5K Walk will help this committee reach their goal of funding child abuse prevention efforts in Manitowoc County such as Darkness to Light Stewards of Children trainings, Care Bags for Kids, and bring additional support to child abuse prevention programs that currently exist locally. We hope that everyone will participate in the walk to the best of their ability. Through your participation, you will be helping this committee achieve their goal and you are a hero for children in Manitowoc County. We're hoping to make this walk fun and meaningful. Remember to wear your superhero costume! Thank you very much for your participation!

Rules

1. Dress in your best Superhero costume!
2. Participants/teams collecting pledges set their own pledge goals (\$100 or more).
3. Participants/teams may start collecting pledges as soon as they receive the pledge sheets. **Reminder: Pledge sheets and collected pledges must be turned in by Monday, April 14, 2014 at Lakeshore Family Resource Center, 702 State Street, Manitowoc, WI.**
4. Pledges may be made by anyone.
5. **Each sponsor making a pledge should write their own name and pledge amounts.** Participants/teams collect the pledges and turn in all pledges.
6. On walk day:
 - a. Registration Time: 9 a.m. – 9:30 a.m.
 - b. Start Time: 9:30 a.m.
 - c. Each participant/team will walk from Manitowoc-Two Rivers YMCA to Dairy Queen and then back to the YMCA. Participants that choose to not walk the complete course are allowed to turn around at any point during the walk.
7. T-shirts will be available for pick up at the registration table on walk day.
8. Participants/teams are encouraged to bring the proper gear for their comfort level (sunscreen, rain gear, water bottles, etc.)
9. Strollers are allowed.
10. Dogs are allowed if leashed.

We look forward to all our participants/teams having a great time! For questions or concerns, or to volunteer, call Ashley Bender at 920.860.1103.

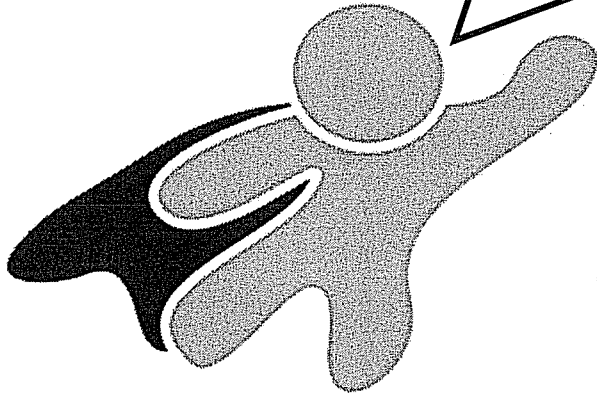
Waiver and Release Form

I, _____ (print name), acknowledge that my participation in the 5K Fun Walk involves a risk of injury, including bodily injury, and assume the risk for same. On my own behalf and on behalf of my heirs and legal representatives and to the fullest extent permitted by law, I hereby release and discharge the Child Abuse Prevention Taskforce and the Manitowoc-Two Rivers YMCA and their respective directors, officers, employees, affiliates, members, agents and representatives, of and from any and all liability for injury, death, or damages and/or any other claims, demands, losses or damages, incurred by me in connection with any aspect of the 5K walk. If I am an employee of the Child Abuse Prevention Taskforce or the Manitowoc-Two Rivers YMCA, I acknowledge that my participation in the 5K Fun Walk is completely voluntary and does not constitute part of my work-related duties. I understand that my decision to participate, or not participate, in this activity will not affect my job status.

Signature: _____ Date: _____

Signature of Parent: _____ Date: _____
(If under 18)

Calling All Superheroes!!



Kids Superhero

5K Walk

Saturday, April 26, 2014

Registration: 9 a.m.

Let your inner superhero soar!

April is National Child Abuse Prevention Awareness month. Walk for children and help support child abuse prevention efforts.

Every child needs a hero, but abused children need Superheroes.

Registered participants will receive a free t-shirt!

To register go to www.preventchildabuse-mtwcco.weebly.com

For more information call Ashley at (920)686.8707 or email

ashleyb@lakeshorecap.org

*After your walk, stay and enjoy free family activities
for National Healthy Kids Day at the YMCA.*



This event is jointly presented by:
*Lakeshore Family Resources, CASA, CESA #7
Head Start-Early Head Start, Birth to 3,
Lakeshore CAP Inc., Community Partnership for
Children, and Manitowoc County Human Services*
in partnership with

