

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/14/2016  
 EVENT NAME: Run for Shelter 5K  
 ORGANIZER: Lakeshore Humane Society - Melissa Jacquart  
 EVENT DATE: 5/15/2016                      NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Race beginning on Magnolia Ave, through Lincoln Park & various City streets. Police assistance to cross intersections. Waiver needed for rules prohibiting dogs in Park

### ESTIMATED CITY COSTS:

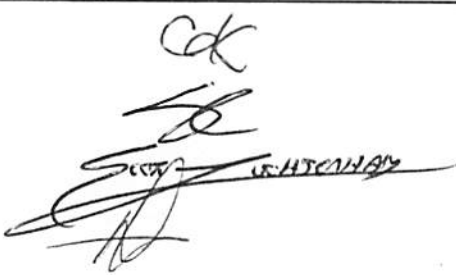

STREETS	0
PARKS	0
RECREATION	
FIRE	0
POLICE	291.24
<b>TOTAL</b>	<b>291.24</b>

### ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
<b>TOTAL COLLECTED</b>	<b>0</b>

### COMMITTEE CONCERNS:

### COMMITTEE DECISION:

APPROVE 		DENY
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### COUNCIL ACTION REQUIRED:

No parking along Magnolia Ave., temporary street closures at intersections for racers to cross, waiver of rules prohibiting dogs in Lincoln Park

### ITEMS TO INCLUDE IN LETTER:

Contact Fire Department at 686-6540 regarding emergency plan. Dogs are not allowed to enter the zoo area.

## **Deborah Neuser**

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**From:** Sandy Ronski  
**Sent:** Wednesday, February 24, 2016 2:08 PM  
**To:** SpecialEvents  
**Subject:** Dept. Recommendation Form - Run for Shelter 5K 05-15-16  
**Attachments:** Dept Recommendation Form - Run for Shelter 5K.pdf; Run for Shelter 5K 05-15-16.pdf

The group originally requested to hold the event on 5/7/2016, but due to a large tennis tournament at Lincoln Park, they changed the date of the race today to 05/15/16.

**Randy** – please note that the group has indicated on page 3 that they will purchasing cones for the course & no parking signs. I thought you might want to contact them regarding this to be sure that everything is acceptable.

**Sandy Ronski**  
Operations Clerk II  
Cemetery, Parks, Transit, and Streets & Sanitation Divisions  
City of Manitowoc  
2655 S 35<sup>th</sup> St.  
Manitowoc, WI 54220  
Phone: 920-686-6518  
Fax: 920-686-6525  
[www.manitowoc.org](http://www.manitowoc.org)





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? 130-200

How many vendors will be at your event? 4 How many vehicles? 50-100

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

along Magnolia Street on southside from N. 18th to Nth 10th. Participants run in  
Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed. No parking signs to be placed evening on 5/5/16

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: 6:30-11:00

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. shelter dogs located with volunteers along race course (3-4)

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: 1 inside

shelter building, 1 portapottie outside shelter in front of garage

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:** *will be purchasing 18" cones fence on occeuse and no parking sign*

Equipment rental charges will apply unless a waiver of some or all fees is approved. **A non-waivable delivery fee will be charged if <sup>for</sup> delivery/pickup by City personnel is needed.** Delivery fees are based on total rental costs. *to be placed the same CA 5/13/16*

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:

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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.

. 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: assist in traffic control

at Peed Ave / N 7th St, N 7th St / Service St and N 7th St / Magnolia asphalt ramps across

Melissa Tachewski  
Name of Security Coordinator

(930) 210-1105  
Phone # before event

(930) 210-1105  
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 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.

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): none of our registration  
Re: many, as this is a non-profit fundraiser

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 price prohibitant registration \* 30.00 per adult  
15.00 per child, sponsorships from area businesses

What are your estimated revenues and what will the revenues be used for? 43000 used for operating  
expenses for the Lakeview Humane Society

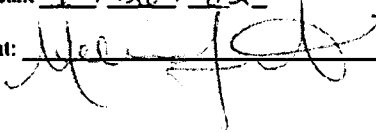
Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

**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 7/20/82

Signature of Applicant: 

Date: 2/4/16





## **Sandy Ronski**

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**From:** Sandy Ronski  
**Sent:** Tuesday, February 09, 2016 1:42 PM  
**To:** mjacquart@comcast.net  
**Subject:** Special Event Application for Run for Shelter 5K

We received your special event application form today for the Run for Shelter 5K event on May 7, 2016. I just wanted to make you aware that there is already a Roncalli tennis tournament scheduled in Lincoln Park that day from 8 AM to 5 PM. The Recreation Supervisor for the City of Manitowoc anticipates that there will be four to five teams there (for a total of a couple hundred people), along with several school buses. Since your event is a race, I am wondering if you are interested in re-routing the race or considering a date change? Please let me know what you decide. I will not forward your application onto the Special Event Committee until I hear back from you.

If you have any questions, please e-mail me or contact the Parks Office weekdays from 7 AM to 4 PM at 920-686-3580.

Sincerely,

**Sandy Ronski**  
Operations Clerk II  
Cemetery, Parks, Transit, and Streets & Sanitation Divisions  
City of Manitowoc  
2655 S 35<sup>th</sup> St.  
Manitowoc, WI 54220  
Phone: 920-686-6518  
Fax: 920-686-6525  
[www.manitowoc.org](http://www.manitowoc.org)

## Sandy Ronski

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**From:** mjacquart@comcast.net  
**Sent:** Wednesday, February 24, 2016 12:39 PM  
**To:** Sandy Ronski  
**Subject:** Re: Special Event Application for Run for Shelter 5K

Sandy,

We will be moving the Lakeshore Humane Society's 5K to Sunday, May 15th. Do I need to submit a new application or can you update the current one?

Thanks!

Melissa Jacquart

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**From:** "Sandy Ronski" <sronski@manitowoc.org>  
**To:** "mjacquart@comcast.net" <mjacquart@comcast.net>  
**Sent:** Monday, February 15, 2016 8:30:13 AM  
**Subject:** RE: Special Event Application for Run for Shelter 5K

There is nothing scheduled at Lincoln Park that day. Let me know when/if that date is finalized.

Thank you,

**Sandy Ronski**  
Operations Clerk II  
Cemetery, Parks, Transit, and Streets & Sanitation Divisions  
City of Manitowoc  
2655 S 35<sup>th</sup> St.  
Manitowoc, WI 54220  
Phone: 920-686-6518  
Fax: 920-686-6525  
[www.manitowoc.org](http://www.manitowoc.org)

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**From:** [mjacquart@comcast.net](mailto:mjacquart@comcast.net) [mailto:mjacquart@comcast.net]  
**Sent:** Friday, February 12, 2016 4:02 PM  
**To:** Sandy Ronski  
**Subject:** Re: Special Event Application for Run for Shelter 5K

Sandy,

Is there anything else going on May 15th? We are looking at changing the event to that date.

Thanks.,