

RE: MPPA Police Chase 10-11-14

REVIEWING DEPARTMENT RECOMMENDATION

Department to complete the form and return to the City Clerk ASAP, but not later than 14 days.
Your request was acted upon in accordance with the contents of this application with the following conditions

PARKS _____
(683-4537) _____

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

POLICE _____
(686-6500) _____

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

FIRE _____
(686-6500) _____

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

DPW _____
(683-4550) _____

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

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.

RECEIVED

AUG 11 2014

CITY CLERKS OFFICE

SPECIAL EVENTS APPLICATION FORM

1. Name/Description of Event: 12th Annual MPPA Police Chase 4 mile run/walk 2 Mile Dog Walk
2. Date of Event: 10 / 11 / 2014 If multiple days, Start Date: ___/___/___ End Date: ___/___/___
3. Time Event will start to form: 0800 AM/PM Actual Start Time: 0900 AM/PM Finish Time: 1130 AM/PM
4. Name and complete address of Organization/Individual organizing the Event:

Manitowoc Police Department

Name of organization, if applicable

Telephone # (920) 323 2829

Jason D. Freiboth

Name (first, middle, and last) of individual organizing the Event

Business # (920) 686 6551
(if applicable)

910 Jay Street

Street Address

Date of Birth 05 / 30 / 1971
of organizing individual

Manitowoc, WI 54220

City, State, ZIP

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

5. Email address of organizer: jfreiboth@manitowoc.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. Route will begin at Silver Creek Park and exit onto S. 10th
Route will go onto UW-Mtwc property on dirt and gravel trails up to Lakeside Blvd. Runners will turn on Dewey
St and run into Red Arrow Park and turn around by tennis courts. Runners will return to Silver Creek Park.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes No Which park? Silver Creek & Red Arrow

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): A running lane will be created
using orange traffic cones on S. 10th St and Lakeside Blvd as a precaution.

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? 200

How many vendors will be at your event? 0 How many vehicles? 100

Do you require any special parking restrictions? Yes No If yes, what type, when, and where: In eleven years we
never ran out of available parking space.

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: _____

Participants will use fieldhouse restrooms

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:

Jason Freiboth

Name of Day-of coordinator

920 323 2829
() -
Phone # before event

920 323 2829
() -
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.

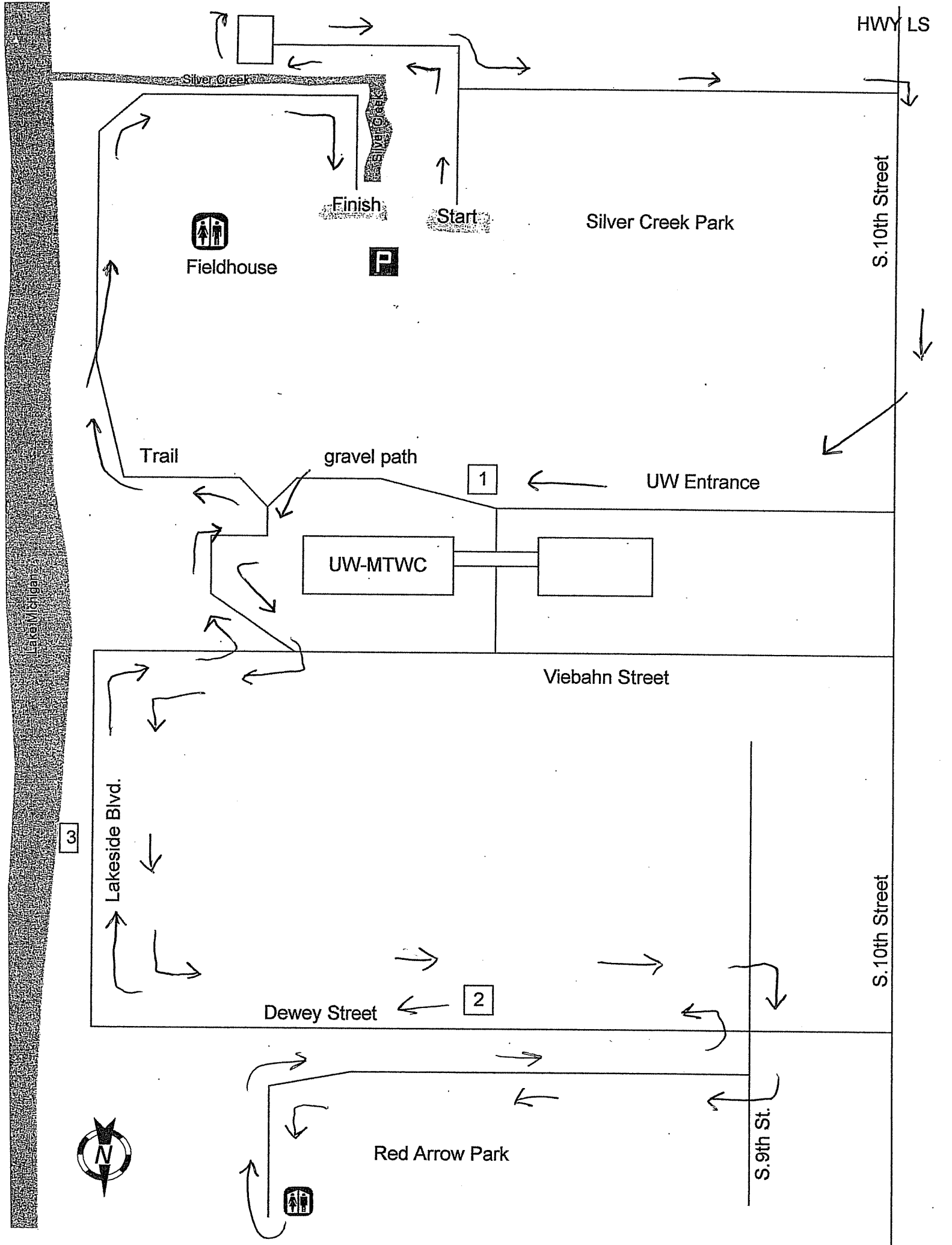
Signature of Applicant: Jason Freiboth

Date: 08-10-14

COMMITTEE RECOMMENDATION: _____ DATE: _____

COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No



HWY LS

Silver Creek

Finish

Start

Silver Creek Park

Fieldhouse



S. 10th Street

Trail

gravel path

1

UW Entrance

UW-MTWC

Viebahn Street

Lakeside Blvd.

3

Dewey Street

2

S. 10th Street

Red Arrow Park

S. 9th St.



08-11-14

RECEIVED
AUG 11 2014
CITY CLERKS OFFICE

Manitowoc City Council

900 Quay Street

Manitowoc, WI. 54220

Dear Aldermen,

I am writing to ask permission to hold the 12th Annual MPPA Police Chase run/walk fundraiser on Saturday 10-11-14 at Silver Creek Park. This year's profits are going to be donated to the Manitowoc Police Department K-9 Program.

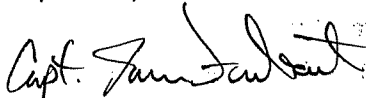
The past eleven years the main sponsor has been the Manitowoc Professional Police Association. Due to a potential conflict of interest regarding IRS tax rules, the police association will no longer be sponsoring the event if profits are donated to a city funded program. With the support of Police Chief Tony Dick, several officers from the Manitowoc Police Department will be coordinating this event to raise money to help sustain the K-9 Program.

The majority of the race will be run as it has the past eleven years. The one change that we would like to implement this year is to allow participants to walk with their dogs. We would ask that you consider allowing a waiver of city ordinance 14.020(5)(a) banning dogs from city parks during our event. Participants will start to gather at 8 am and should be out of the park by 11:30am. As required by the city, we will have a valid special event insurance policy.

Please call myself or Chief Tony Dick if you have any concerns about waiving city ordinance

14.020 (5)(a) Dogs, Cats, and Creatures Prohibited. No dog, cat or other creature shall be permitted on or in any school ground, public playground, cemetery or public park in the City of Manitowoc, unless said dog, cat or other creature is assisting a disabled individual, participating in an event sponsored or approved by the Recreation Department or as allowed under subsection (5)(b) of this section.

Respectfully submitted,



Captain Jason Freiboth

Manitowoc Police Department

MANITOWOC PARKS DEPARTMENT
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT

RECEIVED


AUG 11 2014

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Parks & Recreation Committee and the group or organization will be notified within 15 days of submitted request.

A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.

ALL QUESTIONS MUST BE ANSWERED

1. Name of club/organization making request Manitowoc Police Department
Address 910 Jay St Manitowoc, WI 54220 Telephone (920) 686-6551
 2. Names of club officers:

Name	Address	Telephone
President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
 3. Facility requested: Silver Creek Park Fieldhouse
Equipment requested: N/A
 4. Specific dates and hours facility/equipment will be used: Date 10-11-14 Hrs. 0600 - 1200 hrs
 5. Please explain your request, as to what fees you desire waived or reduced and reasons. Run/Walk Fundraiser is sponsored by a City Dept. to raise money for K-9 program. We have a very small operating budget and have historically average around \$1,000 profit.
 6. Which do you consider your group to be?
A. Community service _____ B. Non-profit _____ C. Private business _____
D. Club or organization _____ E. Other, please explain City Police Department
 7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes No _____
 8. If #7 is "yes," explain and list specific charges Early registration will be \$20 and same day registration will be \$25.
 9. What will revenues be used for? Special event insurance, medals & trophies, t-shirts, misc. office supplies, postage expenses, water, and door prizes.
 10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes _____ No
If "yes," please provide the following information of individual to contact:
Name Jason Freiboth Address _____ Telephone (920) 323-2829
- Signed  Date 8-10-14

Please attach any additional information which you feel will assist the committee in evaluating your request.

When completed, this form is to be returned to the Manitowoc Parks Department, 2655 S. 35th St., Manitowoc, WI 54220.

Committee Action: Approved _____ Denied _____ Date _____

2012 MPPA Police Chase

Item	Credit	Debit
Petty Cash	300.00	
Office Max - 1 pack of paper		13.11
MPPA Sponsorship	400.00	
Bicycle and Fitness Co. Sponsorship	80.00	
D and S Electric Sponsorship	100.00	
The Fitness Store Sponor - 50 cash/50 gift card	50.00	
The Apple Clinic Sponsorship	100.00	
American Family - Special Event Insurance		263.00
Green Street Food and Spirits Sponsorship	100.00	
WalMart - gatorade, pins, cups, shirt prizes		42.80
Manitowoc Trophy - trophies		30.00
USPS - Postage to YMCAs		7.80
Debbie Hartman check from last year	10.00	
Beersten's Sponsorship (\$20 in certificates)	80.00	
Associated Bank sponsorship	100.00	
Early registration (Checks)	1,242.00	
Early Registration (Cash)	210.00	
LTC registrations (14 @ \$10)	140.00	
WalMart - 8 cases bottled water, 3 gal. Water		27.74
Fleet Farm - paint and cable ties		
Shopko - back sack give away		12.00
Amy's apparel - T-shirts		2,092.50
Dispatch - t-shirts		
Same day registration and old t-shirts	400.00	
Return postage - extra supplis to Road ID		8.10
start up money for 2012		
Extra clothes order deposit	360.00	
Extra Clothes bill		360.00
Office Max - 3 packs of paper(buy2, get 1 free)		26.23
menards - orange marking paint		4.54
Total	3,672.00	2,887.82

2013 MPPA Police Chase

Item	Credit	Debit
Petty Cash and carry over from 2012	414.90	
Mtwc Trophy - overall winner trophies		30.00
Postage for six YMCA registration		5.36
Green Street Sponsorship & \$40 gift certificates	60.00	
D & S Electric Sponsorship	100.00	
Bicycle and Fitness Co Sponsorship		
The Fitness Store Sponsorship & \$50 gift certificate	50.00	
MPPA donation	300.00	
Beernstein Sponsorship (+ \$50 in Gift Certificates)	80.00	
Associated Bank Sponsorship	100.00	
Fleet Farm - flag markers		9.33
Office Max - reem of paper		10.00
American Family - special event insurance		306.00
Wilterdink - LTC students	50.00	
Early Registrations	1,370.00	
Badger hat door prize		18.00
Sam's Club - 5 cases water 3 boxes nutbars		43.84
Socks - MC Sports - doorprize		19.94
shopko door prize - back sack		11.00
Menards - Orange marking paint		5.22
walmart - pins, water, gatorade, men's running shirt		37.32
Amy's apparel - race shirts		1,929.00
Same Day Registration/old t-shirt sales	606.00	
Return postage for bib tags		3.26
Leftover t-shirt sales		
7 sweatshirts \$45 ea./3 shorts \$20 ea.	375.00	375.00
Donation to VFW		
Total	3,505.90	2,803.27