

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 10/9/2024

**EVENT NAME:** Roncalli Cross Country Invite

**ORGANIZER:** Roncalli Catholic Schools - Nathan Kaderabek

**E-MAIL ADDRESS:** [nathan.kaderabek@roncallicatholicschools.org](mailto:nathan.kaderabek@roncallicatholicschools.org)

**EVENT DATE:** 9/13/2025

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Annual cross country meet utilizing the concession stand and space at Lincoln Park and the road/trail system in it.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Not granted

**COMMITTEE DECISION:**

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Jason Freiboth /ec Dan Koski /ec Eric Nycz /ec	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

Please be considerate to the zoo animals. Keep noise levels down, & direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat.



Thursday, September 26, 2024

## Special Event Application

**Approval Status** Not Started

### General Event Information

**Event name** Roncalli High School 58th Annual Schmitt/Schneider Cross Country Invitational

**Location** Lincoln Park

**Date** Saturday, September 13, 2025

**Event time** 9:00 AM - 1:00 PM

**Setup date & time** Saturday, September 13, 2025 07:00

**Takedown date & time** Saturday, September 13, 2025 14:00

### Applicant Information

**Name of Applicant** Nathan Kaderabek

**Organization Name** Roncalli High School

**Address** 2000 Mirro Drive  
Manitowoc, WI, 54220

**Email** nathan.kaderabek@roncallicatholicschools.org

**Phone number** (920) 905-4423

**On-site contact name & phone number** 9209054423

### Event Details

If any questions are not applicable, you can leave them blank.

#### Event description

Start and finish line in outfield of the softball field. Run takes place in all the roads and trails in the Lincoln Park- they are marked by flags and cones by the school.

**Estimated total attendance** 500

**Estimated total attendance from outside Manitowoc** 350

**Event website** Roncalli School Website

## Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Temporary Class "B" License, and provide Liquor Liability to the Clerk's Office.

**Select all that apply to the event** Food or drink sales

**Expected revenue** 400

**Revenue will be used for** Athletics

## Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

### Road Closure

We have had the zoo closed the last few years. We have closed off the entrance in and out of the zoo.

**Where are cars parking?** Parking lot of Lincoln Park and side streets of the park

**Describe course markings and if this is a timed route** Paint on the field for start and finish line along with flags and cones for directions

**Time of amplified sound** 9:00 AM - 11:30 AM

**Amplified sound type** Announcements and National Anthem

## Event Structures

**Select all that apply** Portable restrooms

## Safety & Security

Depending on the size and nature of the event, the City may require medical and security services. Organizers should have a first aid kit at the minimum. Events that serve alcohol must ensure patrons are 21 years or older and at least one licensed bartender is on site.

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

There will be an ambulance there for the event for any athletes that may need them.

## Equipment & Facility Requests

**Facility request** Lincoln Park Concessions area for RAA to use to sell concessions

**Athletic field request** Softball field will be used for set up and running if possible grass cut week of.

Parks items

Post pounder  
 Power pedestal  
 Safety vests  
 Security stanchions  
 Wooded snow fence 50' roll  
 Plastic snow fence 50' roll  
 Snow fence posts  
 Tent 10'x20'  
 Ticket booth  
 Trash barrels  $\frac{8}{\$6 \text{ max. } 50}$

Traffic control  
 Barricades 2'  
 Barricades 3'  
 Barricades 8'  
 Barricades 12' rail type  
 Channelizer drums 3'  
 Cones 18"  
 Cones 28"  
 Delineators 42"  
 "Road Closed" signs  $\frac{2}{\$6}$   
 "Road Closed Ahead" signs

**Est. equipment cost per day** 60

## Waiver of Fees

Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not guaranteed. This waiver does not waive late application, late application, and cancellation fees. Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

**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 supports all area schools. All schools around the area participate in this event and it benefits everyone.

## Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

Upload map and supporting documents



Scanned from a Roncalli Hig... .pdf

## Legal Notice and Submission

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 Guidelines and 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.

**Applicant date of birth** Monday, July 6, 1981

**Sign** Nathan Kaderabek

Roncalli Cross Country Course  
 Lincoln Park, Manitowoc, WI  
 5000 meter course

---> first loop  
 - - -> second loop

