

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/24/2024

EVENT NAME: Scenic Shore Bike Ride

ORGANIZER: Leukemia and Lymphoma Society - Ashley Ford

E-MAIL ADDRESS: ashley.ford@lls.org

EVENT DATE: 7/27-28/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Fundraising bike ride that uses Manitowoc's Red Arrow Park as a midpoint for their ride from Mequon to Sturgeon Bay. They camp overnight at the park and have a band play from 3-8pm. They will be using the tennis court and concession stand. Set up will start Thursday, July 25 at 8am.

COMMITTEE CONCERNS:

WAIVER OF FEES: approved

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Waiver of park hours for overnight camping at Red Arrow Park Saturday, July 27 to Sunday, July 28, 2024

ITEMS TO INCLUDE IN LETTER:

Request for bandwagon can not be accomodated that weekend. Requests for fencing and posts were removed. Access to concession stand and tennis courts was granted. Leave a lane open for cars to get through.



Friday, January 12, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Scenic Shore Bike Ride
Location	Red Arrow Park
Date	Saturday, July 27, 2024
End date if multiple day event and additional dates if applicable.	07/28/2024
Event time	8:00 AM - 8:00 PM
Setup date & time	Friday, July 26, 2024 08:00
Takedown date & time	Monday, July 29, 2024 08:00

Applicant Information

Name of Applicant	Ashley Ford
Organization name	The Leukemia and Lymphoma Society, Inc
Address	3 International Drive, Suite 200 Rye Brook, NY, 10573
Email	ashley.ford@lls.org
Phone number	(203) 206-5226
On-site contact name & phone number	Same

Event Details

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

Event description

Scenic Shore is a two day 150 mile fundraising bike ride from Mequon to Sturgeon Bay. Red Arrow Park will serve as the mid-point location for day 1 end and day 2 start. Maps will be provided closer to date.

Estimated total attendance 1500

Estimated total attendance from outside Manitowoc 1450

Event website scenicshore150.org

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 Vendor(s)

Route & Road Usage

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

Road Closure

Don't think we need this.

Saturday afternoon we had one police officer at Dewey and 9th Street, and Sunday we had one officer at Jaycee and 9th and Columbus and 9th to help the start. Not for road crossing assistance, but more rider safety.

Road Crossing

Where are cars parking?

As much spaces as possible.

Describe course markings and if this is a timed route

Professional Route marking with biodegradable arrows and chloroplaste Aframe signs

Event Structures

Select all that apply

Drone Fencing Stage Portable restrooms

Ground stakes greater than 6 inches Tent(s)

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.
 traffic control and EMS services

Equipment & Facility Requests

Facility request Mariner's Trail

Special power or lighting request

No special lighting is needed other than the lights that are already in the park.

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8' $\frac{1}{\$680 \text{ max. } 1}$

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4' $\frac{30}{\$6 \text{ max } 40}$

Metal folding chairs

Picnic tables 6' $\frac{30}{\$6 \text{ max } 30}$

Parks items

Post pounder $\frac{2}{\$0 \text{ max. } 3}$

Power pedestal $\frac{3}{\$50 \text{ max. } 3}$

Safety vests

Security stanchions $\frac{10}{\$7 \text{ max. } 18}$

Wooded snow fence 50' roll

Plastic snow fence 50' roll $\frac{3}{\$7 \text{ max. } 17}$

Snow fence posts $\frac{9}{\$2.50 \text{ max. } 100}$

Tent 10'x20'

Ticket booth

Trash barrels

Traffic control

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

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

Barricades 8' $\frac{2}{\$8}$

Barricades 12' rail type $\frac{2}{\$6}$

Channelizer drums 3' $\frac{2}{\$7}$

Cones 18" $\frac{30}{\$5.50}$

Cones 28" $\frac{10}{\$5.50}$

Delineators 42" $\frac{5}{\$5.50}$

"Road Closed" signs

"Road Closed Ahead" signs

Est. equipment cost per day 1454.50

Equipment request notes

Numbers may change. When is the drop dead date to tell you.

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?

We have been doing this ride for over 50 years! We love working with the City of Manitowoc and feel every year is getting better and better. All proceeds from the ride go back to our mission.

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



Red Arrow Park DRAFT 2-14pdf

Questions and comments

Map will change this year and be provided as soon as updated.

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

Thursday, May 12, 1988

Sign

Ashley Ford

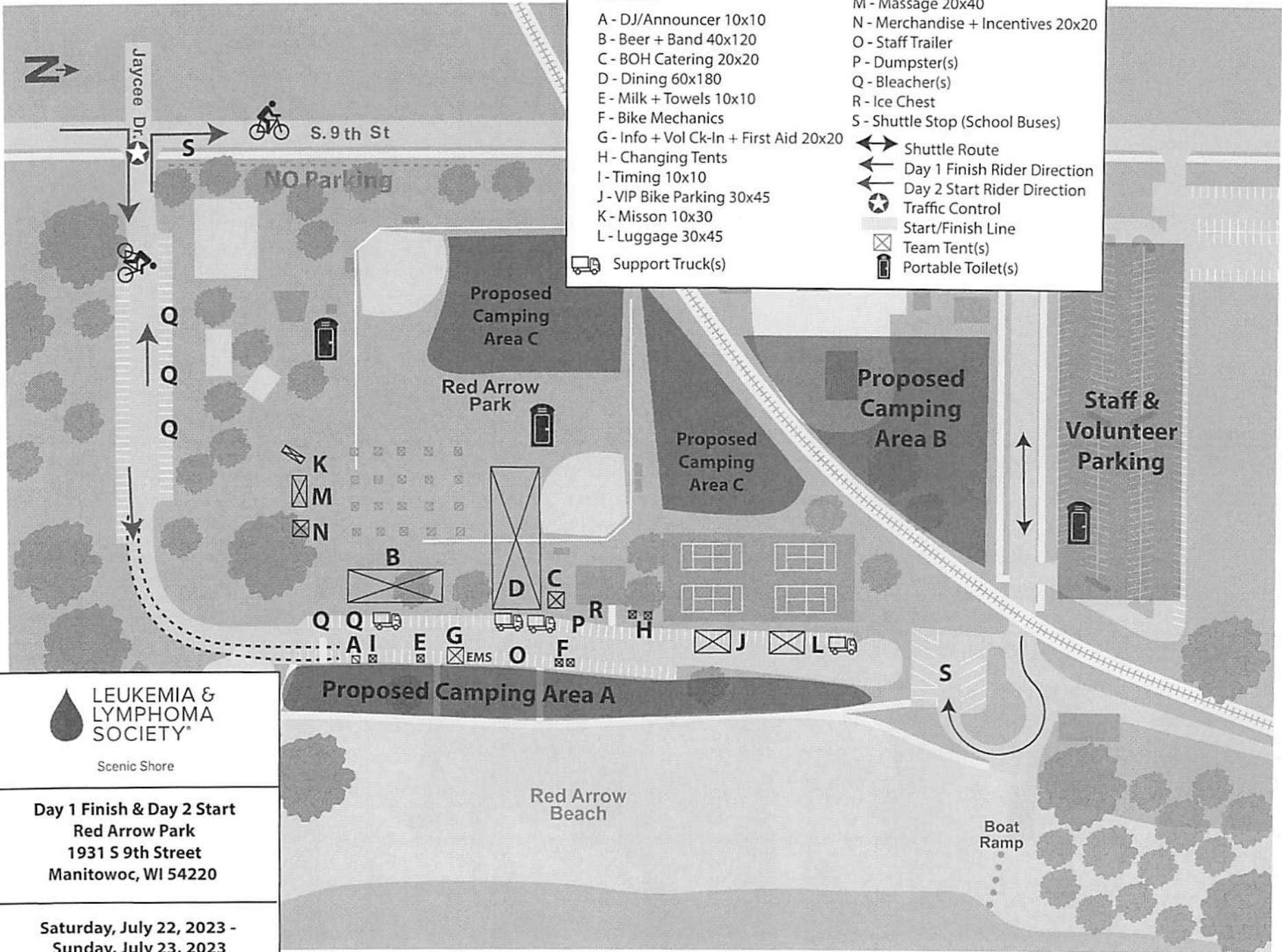
LEGEND

- A - DJ/Announcer 10x10
- B - Beer + Band 40x120
- C - BOH Catering 20x20
- D - Dining 60x180
- E - Milk + Towels 10x10
- F - Bike Mechanics
- G - Info + Vol CK-In + First Aid 20x20
- H - Changing Tents
- I - Timing 10x10
- J - VIP Bike Parking 30x45
- K - Misson 10x30
- L - Luggage 30x45

- M - Massage 20x40
- N - Merchandise + Incentives 20x20
- O - Staff Trailer
- P - Dumpster(s)
- Q - Bleacher(s)
- R - Ice Chest
- S - Shuttle Stop (School Buses)

 Support Truck(s)

-  Shuttle Route
-  Day 1 Finish Rider Direction
-  Day 2 Start Rider Direction
-  Traffic Control
-  Start/Finish Line
-  Team Tent(s)
-  Portable Toilet(s)



Scenic Shore

Day 1 Finish & Day 2 Start
Red Arrow Park
 1931 S 9th Street
 Manitowoc, WI 54220

Saturday, July 22, 2023 -
Sunday, July 23, 2023