

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/13/2022

EVENT NAME: Rob's Ride

ORGANIZER: Zackery Schuette

E-MAIL ADDRESS: lilyhacek@gmail.com

EVENT DATE: 8/28/2022

NEW OR RECURRING: New

LOCATION/DESCRIPTION: New bike riding event based in the Briess lot. Riders will bike along Mariner's trail and back.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Courtney Hansen /ec Jason Freiboth /ec Kim Lynch /ec Todd Blaser /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Unless special parking requests were approved, all parking regulations will be enforced.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name N/A

Name of Applicant Zackery Schuette

Street Address 928 N. 21st Street

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI, 54220

Primary Phone 920-860-7355

Cell Phone 920-242-5774

Email Lilyhacek@gmail.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Lily Hacek

On-Site Cell Phone # 920-242-5774

On-Site Security Contact Name N/A

On-Site Security Contact Phone # N/A

EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Missing Map/Drawing



The event is a non profit charitable bike ride in memory of Rob Schuette who passed away unexpectedly at age 38 while mountain biking competitively at 38 years old. Rob Schuette was born and raised in Manitowoc and became a business owner to two businesses in Manitowoc, served in the U.S. Military as well. This ride will go along the mariners trail with a half way point and a full way point finishing at lighthouse Inn, then turning around and riding back to the starting place. Parking will be in and around the surrounding areas of the Breiss lot.

requesting west end of Breiss lot be blocked off

Event Name Rob's Ride

Public Event YES NO

Location Breiss Lot.

Estimated Total Attendance 50

Staging Area Breiss Lot

Estimated Attendance 10
from outside City of Manitowoc

Event Website N/A

Event Date(s) August 28th 2022

Event Start Time 10:00 AM PM

Event End Time 2:00 AM PM

Setup Date(s) 07/08/2022

Setup Start Time 8:00 AM PM

Teardown Date(s) 07/08/2022

Teardown End Time 3:00pm AM PM

(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

JUL 11 2022

CITY OF MANITOWOC
ENGINEERING

FACILITY REQUESTS

- Facility Location Brless Lot
- Mariner's Trail FROM Brless Lot
TO Lighthouse Inn
- Athletic Field(s) Request _____
- Special Power Requirements _____
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
Class B License
- Alcohol Served End Time _____
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many _____
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue 2500.00
- Revenue to be used for American Heart Association/Dei

ROUTE

Route map must be submitted with application

- Road Closure Describe location(s)
+ time(s) Right lane of memorial drive for the bike ride if possible.
- Timed Route
- Road Crossing Describe where +
if assistance needed
- Course Marking Describe type
- Sidewalk Describe usage

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground (greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # 1
- Signs/Banners # _____
- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 10:00 AM PM
- End Time 2:00pm AM PM
- Type of Sound Megaphone or Microphone



EQUIPMENT REQUESTS

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at www.manitowoc.org.

DELIVERY DATE August 28th 2022 TIME 9:00 AM PM LOCATION Brless Lot
PICKUP DATE August 28th 2022 TIME 2:30 AM PM Place Items In original drop-off location after event.

**Indicate Quantities on Line*

GAMES

- Bean Bag Toss _____
- Ring Toss _____
- Sports Kit _____

STAGING / RISERS

- RISERS – 4' x 8' Wooden Platforms
6" H _____ 12" H _____ 18" H _____
- Staging – 8'x12'
- Portable Bandwagon – 35'x8'

TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)

- Banquet tables – 8'x40" _____
- Benches – 4' wooden _____
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden 10
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" _____
- Cones – 28" reflective _____
- Delineators – 42" reflective _____
- Parking posts with concrete base – 42"H (rope or tape not included) _____
- Traffic signs (sign only – typically placed on barricades)
 - Road Closed _____
 - Road Closed Ahead _____
 - _____
 - _____

MISCELLANEOUS ITEMS

- Disc golf basket – portable _____
- Grill – 2' x 3' portable, outdoor _____
- P.A. system – microphone, sound board, 2 speakers with stands _____
- Post pounder / driver _____
- Power pedestal – portable _____
- Safety vests _____
- Security stanchions _____
- Snow fence – 50' rolls – plastic _____ wooden _____
- Snow fence – posts _____
- Ticket booths – outdoor _____
- Trash barrels 5
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 20

Where do you plan to park vehicles Brless Lot and street public parking

Are there any special parking considerations No
(VIP, ADA, Security, Emergency Vehicles, etc)

SAFETY & SECURITY

The City requires security based on attendance

Do you need assistance from: Police Dept Fire Dept/Ambulance

Describe _____

Date/Time _____

Location _____

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES NO
(If so, please attach)

ADDITIONAL QUESTIONS

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

Do you have any questions/comments/additional requests?

Prices on items we can order. Could not find on the Manitowoc website.

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 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.

Date of birth of applicant 09 / 03 / 1995

Signature of Applicant: Zackery A Schuette Date: July 8th 2022

