

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 6/12/2019

**EVENT NAME:** Gumby's Glow Run

**ORGANIZER:** Gumby's Club - Craig Pautz

**EVENT DATE:** 7/12/2019

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Run from Meadow Lane Sports Complex to Lincoln Park Zoo & back; participants to wear glow jewelry; use of traffic control items; zoo to be kept open for event

**ESTIMATED CITY COSTS:**

POLICE	120.6
FIRE	0
PARKS	0
RECREATION	
STREETS	321
<b>TOTAL DEPT. COSTS</b>	<b>441.6</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	125
<b>WAIVED -ROOM TAX</b>	<b>566.6</b>
NON-WAIV. STAKE PERMIT	

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE

DENY

*approved via e-mail*

**COUNCIL ACTION REQUIRED:**

Closure of the far west lane of Johnston Dr. from Ash St. to E. Park Ln.

**ITEMS TO INCLUDE IN LETTER:**

MAY 14 2019

MANITOWOC

City of Manitowoc

SPECIAL EVENTS APPLICATION FORM

RECEIVED

MAY 13 2019

NOTICE: This application must be turned in to the Parks Office a minimum of 60 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. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: Gumby's Glow Run - 5K Run/Walk for families with cancer

2. Date of Event: 7/12/19 If multiple days, Start Date: / / End Date: 7/12/19 Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 6 AM Actual Start Time: 8:30 AM Finish Time: 9:45 AM

4. Name and Complete Address of Organization/Individual Organizing the Event: Meadowlark North Check in 7:30pm

Gumby's Club

End/Start Meadow Run/Walk 8:30pm

Name of organization responsible for event: Craig L. Pautz

Telephone # PRIOR TO event (920) 645-8779

Name (first, middle, and last) of event organizer

Telephone # DURING event ( ) -

Contact name DURING event (if different)

2313 16th St.

Street Address Two Rivers WI 54241

E-mail address cpautz17@gmail.com

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

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

The annual Gumby's Glow Run is designed to get families out on a Friday night together to exercise and provide awareness while wearing glow materials. The purpose of this event is to support local families affected by cancer.

Will the event be held in a Manitowoc park or utilize any park facilities? [X] Yes Which park? Lincoln Park [ ] No Reed Ave entrance

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

Have you reserved the park &/or park facilities? [ ] Yes [X] No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? [X] Yes [ ] No If yes, which street(s): The right lane of Johnston Dr from Ash St. to E. Park Ln.

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? [X] Yes [ ] No



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? 150-200

How many vendors will be at your event? 1 How many vehicles? 100-200

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

7PM - 9:30 PM on 7-12-18 Johnston Dr. from Ash St. to E. Park Ln  
*Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed. (west lot)*

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 - 9:45 p.m. at Meadow Lands North (DS) and East entrance of Lincoln Park  
200

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. \_\_\_\_\_

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: \_\_\_\_\_

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.*



If 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 Knish Line at Meadow Lanes  
 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: \_\_\_\_\_

We need help @ Johnston Dr and Reed Ave

\_\_\_\_\_  
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

*The City reserves the right to require a detailed written public safety 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. Stake Permit Fees, License Fees and Delivery Fees will not be waived.

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): \_\_\_\_\_

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 T-shirts / DT / Glow Items

What are your estimated revenues and what will the revenues be used for? \$1000 - \$2000

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**

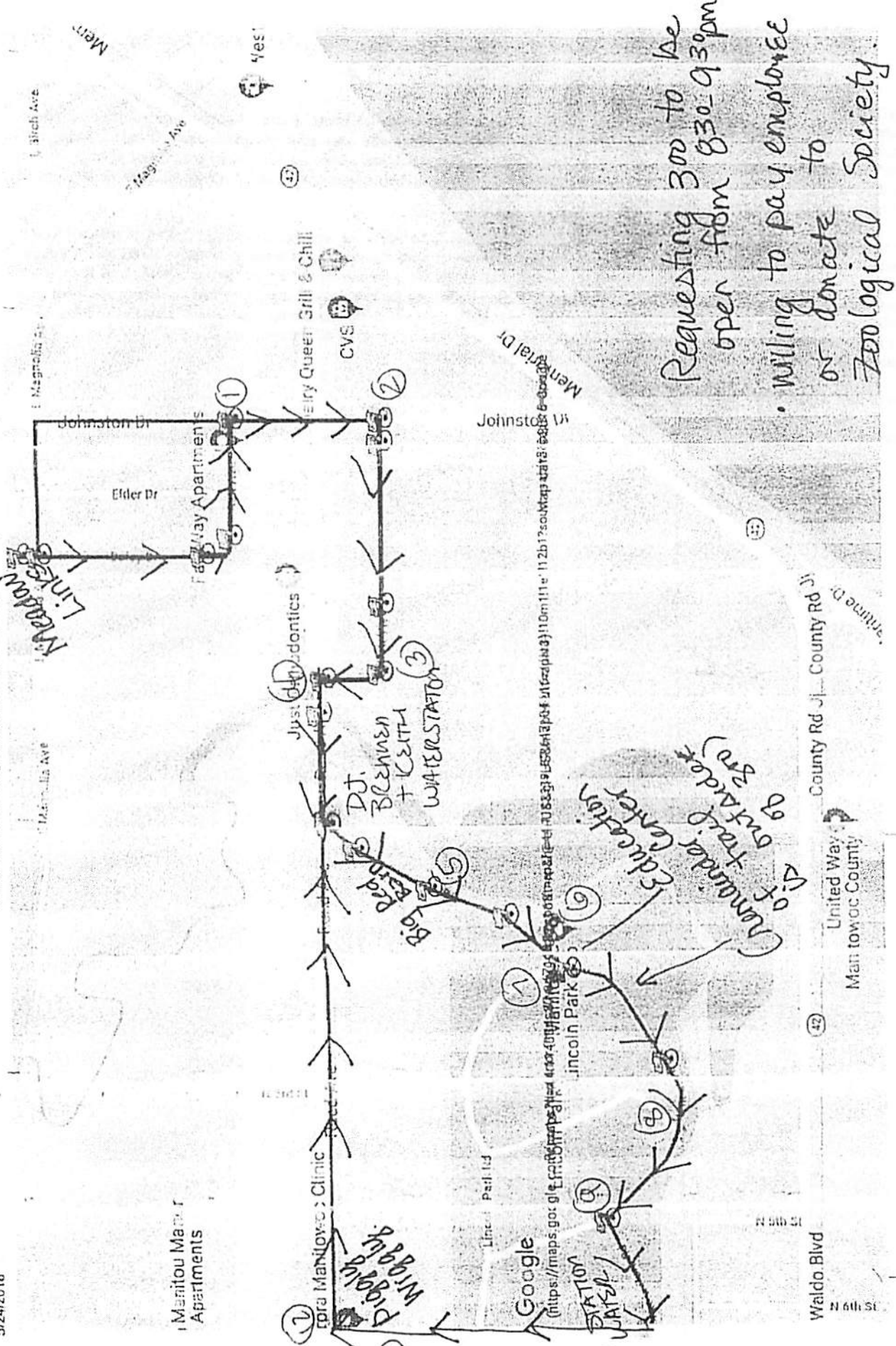
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees 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 6/15/1972

Signature of Applicant: Ay. Puy

Date: 5-4-19



Requesting 300 to be  
open from 8:30-9:30pm

- willing to pay employee  
or donate to  
Zoological Society.

onlinemafinder.com

## **Sandy Ronski**

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**From:** Craig Pautz <cpautz17@gmail.com>  
**Sent:** Tuesday, June 04, 2019 1:16 PM  
**To:** Sandy Ronski  
**Subject:** Re: Gumby's Glow Run Route

Hi Sandy  
Everything is the same as last year.  
Thank you  
Craig

On Mon, Jun 3, 2019 at 2:31 PM Sandy Ronski <[sronski@manitowoc.org](mailto:sronski@manitowoc.org)> wrote:

There was no map attached to the application for the Gumby's Glow Run. Is the route the same as last year (see the attached map)?

**Sandy Ronski**

Operations Clerk II

Transit, Cemetery, & Parks

City of Manitowoc

900 Quay St.

Manitowoc, WI 54220

920-686-6518

920-686-6525 fax

[www.manitowoc.org](http://www.manitowoc.org)