

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/31/2024

EVENT NAME: Halloween Disc Golf Golf Space Race

ORGANIZER: Lakeshore Ladies Disc Golf League - Lindsay Krause

E-MAIL ADDRESS: lakeshoreladiesleague@gmail.com

EVENT DATE: 11/1/2024

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Fundraising disc golf tournament to raise funds for hosting the 2025 US Women's Disc Golf Championship at Silver Creek Park in Manitowoc.

COMMITTEE CONCERNS:

WAIVER OF FEES: granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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| As part of the 2024 budget, some fees for special events were waived. The 2025 budget has not been set. Non-waivable fees will be charged as set by policy. |
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Thursday, July 25, 2024

Special Event Application

Approval Status

Not Started

General Event Information

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| Event name | Halloween Glow Disc Golf Space Race - A Fundraiser Event |
| Location | Silver Creek Park, Manitowoc |
| Date | Friday, November 1, 2024 |
| Event time | 6:00 PM - 9:00 PM |
| Setup date & time | Friday, November 1, 2024 15:00 |
| Takedown date & time | Friday, November 1, 2024 21:30 |

Applicant Information

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|-------------------------------------|--|
| Name of Applicant | Lindsey Krause |
| Organization name | Lakeshore Ladies Disc Golf Corporation |
| Address | 1140 N 17th Street Manitowoc, WI, 54220 |
| Email | lakeshoreladiesleague@gmail.com |
| Phone number | (920) 242-9887 |
| On-site contact name & phone number | Lindsey Krause 920-242-9887 or Frederick Krause 920-242-0696 |

Event Details

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

Event description

This is an "ace race" style disc golf event, being used as a fundraiser for the 2025 US Women's Disc Golf Championship. Included in their entry fee, each participant will receive two glow-in-the-dark discs. Each hole will have a modified "tee pad" marked by solar lights and the baskets will be lit with glow sticks and solar lights. The participants will throw both discs on every hole, granting two opportunities per hole to get an "ace", or hole-in-one. An Ace is worth 5 points, hitting chains is worth 3 points, and hitting metal on the basket is worth 1 point. The person with the most points will win a set of 12 frisbees.

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| Estimated total attendance | 110 |
| Estimated total attendance from outside Manitowoc | 60 |
| Event website | TBD - I have to wait for the disc manufacture to release event details before I can set up registration on DiscGolfScene.com - but I wanted to get this application in well enough in advance. |

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.

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| Select all that apply to the event | Collecting monetary donations |
| | Charging admission or registration |

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| Expected revenue | 1500 |
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| Revenue will be used for | Park improvement projects and preparations for hosting the US Women's Disc Golf Championship |
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Route & Road Usage

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

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| Where are cars parking? | Silver Creek Park Fieldhouse Parking Lot |
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Event Structures

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.

Equipment & Facility Requests

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| Facility request | I would certainly use the concession stand if it were available to us and if we could get a fee waiver. |
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| Est. equipment cost per day | 0 |
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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?

All of the funds raised by this event will directly go back into the park and contributing towards bringing a major event to Manitowoc.

The Lakeshore Ladies Disc Golf Corporation is a 501c3 entity, using disc golf as an affordable, accessible platform to build a community for women. LakeshoreLadiesDiscGolf.com

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

space race map.docx

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

Tuesday, October 26, 1993

Sign

Lindsey Krause

