

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/1/2021

EVENT NAME: City to City Costume Fun Run

ORGANIZER: City of Manitowoc & City of Two Rivers Park & Recreation Divisions

E-MAIL ADDRESS: kndorow@manitowoc.org

EVENT DATE: 10/23/2021

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Fun run/walk on Mariners Trail from Spirit of the Rivers to Burger Boat Park; costume contest; trick or treating with local businesses; use of risers, tables, safety vests, & traffic control items

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
<i>Approved via email</i> Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

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



City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Manitowoc Park/Rec & TR Park/Rec
Name of Applicant Katelin Dorow
Street Address 3330 Custer St.
Mailing Address _____
(If different)
City, State, Zip Manitowoc, WI 54220
Primary Phone 920-686-3064
Cell Phone 920-374-0474
Email kndorow@manitowoc.org
Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact Katelin Dorow
On-Site Cell Phone # 920-374-0474
On-Site Security Contact Name Katelin Dorow
On-Site Security Contact Phone # 920-374-0474

EVENT INFORMATION

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

Document Attached



"City to City Costume Fun Run" is in cooperation with the Two Rivers Recreation Department. It will be a fun run/walk 5k (give or take 2/10s of a mile) on the Mariners trail from the Spirit of the Rivers wayside to the Clock Tower by the Briess lot. In the green space next to the Briess lot we will have a costume contest and trick or treating with local businesses. Registration and the start of the race will be located at the Spirit of the Rivers wayside. Approximately every mile we will have a table set up with water. The race will conclude at the Clock tower and runners will be directed to the green space at Burger Boat Park. Here we will have "trick or treating" with local businesses/organizations and a stage for the costume contest and to announce the winners of "Beat the Ghost"

Event Name City to City Costume Fun Run

Public Event YES NO

Location Two Rivers to Manitowoc along the Mariners Trail ending at Briess Lot/Wharf

Estimated Total Attendance 100

Estimated Attendance 50
from outside City of Manitowoc

Staging Area Spirit of the Rivers Wayside/Briess Lot

Event Website manitowoc.org

Event Date(s) October 23rd

Event Start Time 9:00 AM PM

Event End Time 12:00 ish AM PM

Setup Date(s) 10/23/2021

Setup Start Time 7:00 AM PM

Teardown Date(s) 10/23/2021

Teardown End Time 2:00 ish AM PM

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

FACILITY REQUESTS

- Facility Location _____
- Mariner's Trail FROM Spirit of the Rivers Wayside
TO Briess Lot/Wharf
- 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 _____ TBD
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue \$1300
- Revenue to be used for Cost of T-shirts

ROUTE

Route map must be submitted with application

- Road Closure
Describe location(s)
+ time(s)
- Timed Route
- Road Crossing
Describe where +
if assistance needed
- Course Marking Signs
Describe type
- Sidewalk
Describe usage
Fun Run will be run along the Mariners Trail on the sidewalk there.

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground
(greater than 6")
- Fencing
- Bounce House # 2
- Portable Restrooms # _____
- Signs/Banners # _____
- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

EVENT FEATURES

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

SOUND

- Amplified Sound
- Start Time 9:30 AM PM
- End Time 12:00 AM PM
- Type of Sound Music/Talking from a small spe

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 10/22/2021 TIME any AM PM LOCATION Separate list sent with
PICKUP DATE 10/23/2021 TIME after 2:00 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 1 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" 22
- Benches – 4' wooden _____
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden _____
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' 4
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" 50
- 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 15
- Security stanchions _____
- Snow fence – 50' rolls – plastic _____ wooden _____
- Snow fence – posts _____
- Ticket booths – outdoor _____
- Trash barrels _____
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 50

Where do you plan to park vehicles Parking lots/ streets/ waysides

Are there any special parking considerations _____
(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?

The goal of this event is not only to provide a fun Halloween themed event, but also is to kick off a partnership between the Manitowoc Parks and Recreation Division with the Two Rivers Parks and Recreation Department. We hope that this is the first of many inter-city events between Manitowoc and Two Rivers.

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 07 / 12 / 1994

Signature of Applicant: Katelin A Dorow Date: 8/30/2021

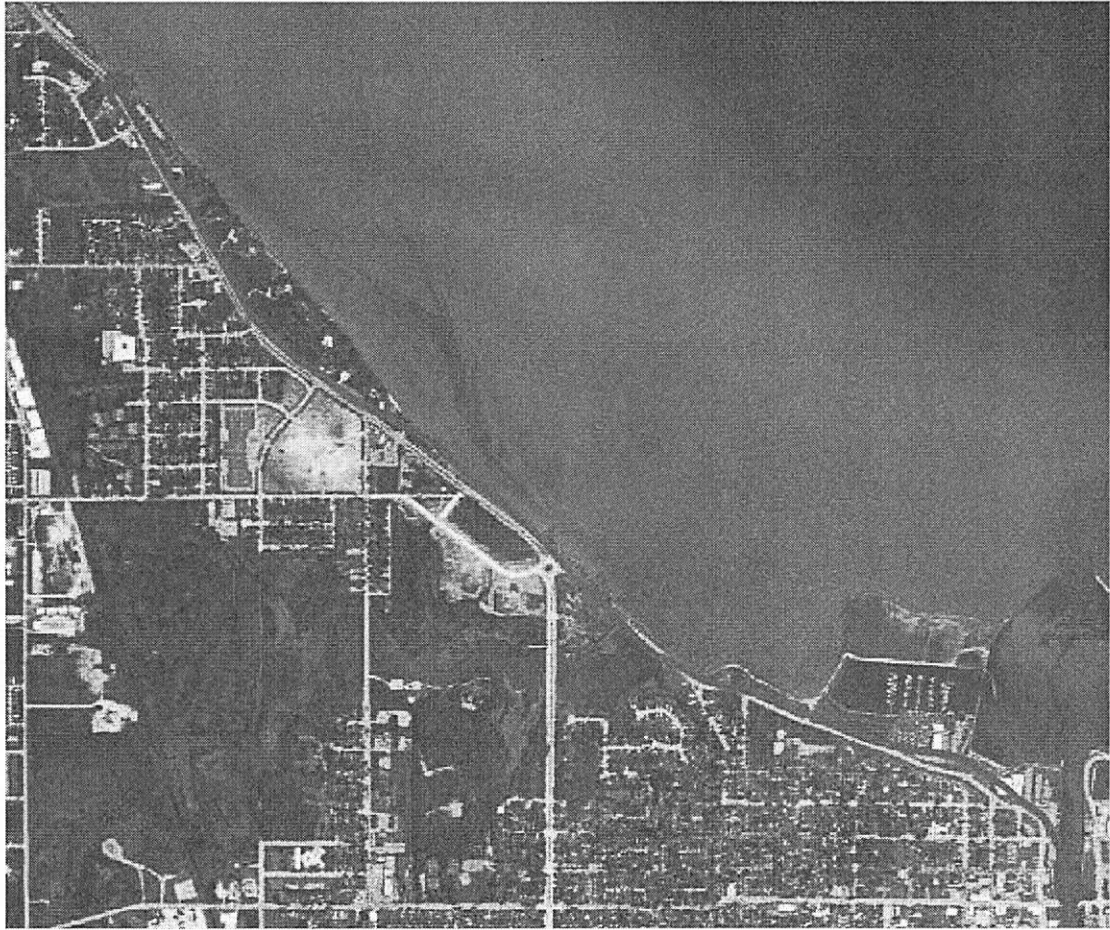
E-MAIL

PRINT

Stage

Trick or Treating

Run
Finish



Equipment request drop off

- 2 tables at the Spirit of the Rivers Wayside
 - o 1 table at the Chamber
 - o 1 table at the waldo blvd wayside
 - o 1 table at the blue rail wayside
- 17 at Briess lot/burger boat green space
- Riser to Burger boat green space
- Barricades to burger boat green space
- Cones and Safety vests to Senior Center on Friday