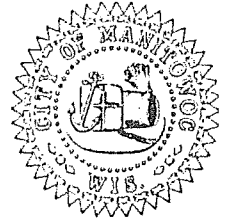




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



August 2, 2018

Melissa Jacquart
Lakeshore Humane Society
1551 N. 8th Street
Manitowoc, WI 54220

RE: Shaggy Shuffle 5K Run/2 Mile Walk – Lincoln Park – October 19, 2018

Dear Ms. Jacquart:

Your request to hold the Shaggy Shuffle 5K Run/2 Mile Dog Walk from the Humane Society through Lincoln Park and sidewalks to the west, small no parking signs staked into the ground along Magnolia Ave. and N. 8th St., and for the Police Department to stop traffic at intersections was acted upon by the Special Events Committee at the meeting of August 1, 2018.

At said meeting the Committee approved your request.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

If you have any questions, please contact me at 686-6950.

Very truly yours,



Deborah Neuser
City Clerk

DN:mrk

Enclosure

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
Karen Dorow, Business Manager

Deborah Neuser, CMC, City Clerk
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • dneuser@manitowoc.org

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/1/2018

EVENT NAME: Shaggle Shuffle 5K Run/2 Mile Dog Walk

ORGANIZER: Lakeshore Humane Society - Melissa Jacquart

EVENT DATE: 10/19/2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Timed 5K run/walk and untimed 2 mile dog walk from Humane Society through Lincoln Park and sidewalks to the west; small no parking signs staked into ground along Magnolia Ave. & N 8th St.; PD to stop traffic at intersections

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	0
TOTAL DEPT. COSTS	0

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
(if delivery requested)	
WAIVED -ROOM TAX	0
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

TMB
LMJ
h

COUNCIL ACTION REQUIRED:

--

ITEMS TO INCLUDE IN LETTER:

--

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

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: Shaggle Shuffle 5K Run/2 Mile Dog Walk
2. Date of Event: 10/19/2018 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 4:00 pm AM/PM Actual Start Time: 7:00 pm AM/PM Finish Time: 10:00 pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Lakeshore Humane Society
Name of organization responsible for event
Melissa Marie Jacquart Telephone # PRIOR TO event (920) 684 5401
Name (first, middle, and last) of event organizer
Telephone # DURING event (920) 860 1169
Contact name DURING event (if different)
1551 N. 8th Street
Street Address
Manitowoc, WI 54220
City, State, Zip E-mail address grants@lakeshorehumane.org
of event organizer

Is the sponsoring organization a 501(c)(3) organization? ☒ 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 event is an annual fundraiser for the Lakeshore Humane Society that entails a bib chip timed 5K run/walk and untimed 2 mile dog walk. The event headquarters will be in the shelter parking lot and the route will follow that indicated on the attached map. DJ with lighting will be on site for music and announcements before and after run/walk. Small no parking signs will be staked into ground approximately 4-6 inches along south side of Magnolia Avenue from 18th Street to 8th Street and along east side of 8th Street from Magnolia Avenue to shelter parking lot entrance.

Will the event be held in a Manitowoc park or utilize any park facilities? ☒ Yes Which park? Lincoln Park ☐ No

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

Only utilizing the pave path through the park

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

Does the event require streets to be closed? ☐ Yes ☒ No If yes, which street(s): _____

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? ☒ 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? 350

How many vendors will be at your event? 0

How many vehicles? 150

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

No parking along east side of 8th Street from Lakeshore Humane Society to Magnolia Street

Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

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: 1700-2100

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. Participant owned dogs (approx. 25), shelter owned dogs (approx. 10)

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:

1 handicap accessible bathroom located within the shelter, 2 portable bathrooms in shelter parking lot

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.

In the case of a premise with a current alcohol license, do you need an extension of your premise? ☐ Yes ☐ No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? ☐ Yes ☒ No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. **A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed.** Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	<u># Needed</u>		<u># of Days*</u>		<u>Cost/Day</u>		<u>Total</u>	
Barricades								
2'	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$3.00	=	<input type="checkbox"/>	Flashers <input type="checkbox"/>
3'	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$3.00	=	<input type="checkbox"/>	Flashers <input type="checkbox"/>
8'	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$4.00	=	<input type="checkbox"/>	
Rail type-long	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$2.00	=	<input type="checkbox"/>	
Rail type-short	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$2.00	=	<input type="checkbox"/>	
Channelizer Drums	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$3.00	=	<input type="checkbox"/>	
Cones								
18"	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$1.50	=	<input type="checkbox"/>	
28"	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$1.50	=	<input type="checkbox"/>	
Safety vests	<input type="checkbox"/>	X	<input type="checkbox"/>	X	No charge	=	No Charge	
Snow fence								
Rolls	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$4.00	=	<input type="checkbox"/>	
Posts	<input type="checkbox"/>	X	<input type="checkbox"/>	X	No Charge	=	No Charge	
Post driver/pounder	<input type="checkbox"/>	X	<input type="checkbox"/>	X	No Charge	=	No Charge	
Traffic signs	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$2.00	=	<input type="checkbox"/>	Description <input type="checkbox"/>
	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$2.00	=	<input type="checkbox"/>	Description <input type="checkbox"/>
	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$2.00	=	<input type="checkbox"/>	Description <input type="checkbox"/>
Traffic signs (Portable)	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$3.00	=	<input type="checkbox"/>	Description <input type="checkbox"/>
	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$3.00	=	<input type="checkbox"/>	Description <input type="checkbox"/>
	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$3.00	=	<input type="checkbox"/>	Description <input type="checkbox"/>
Other (list items and amounts)								

Parks Division Equipment (686-3580): *Do NOT count any picnic tables, garbage cans, etc. already located at the park.*

Banquet tables, 8'	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$5.00	=	<input type="checkbox"/>	
Park benches	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$7.00	=	<input type="checkbox"/>	
Picnic tables	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$7.00	=	<input type="checkbox"/>	
Risers, platform	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$15.00	=	<input type="checkbox"/>	Description <input type="checkbox"/>
Security stanchions	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$ 5.00	=	<input type="checkbox"/>	
Tent, 10'x10'	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$30.00	=	<input type="checkbox"/>	
Tent, 10'x20'	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$35.00	=	<input type="checkbox"/>	
Ticket booths, outdoor	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$15.00	=	<input type="checkbox"/>	
Trash cans	<input type="checkbox"/>	X	<input type="checkbox"/>	X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8**	<input type="checkbox"/>	X	<input type="checkbox"/>	X	\$240.00	=	<input type="checkbox"/>	
Other (list items and amounts):								

TOTAL RENTAL CHARGES ☐

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

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

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:

Police to stop traffic at intersections of Magnolia & 8th St, Reed Ave & 8th St & Oak & 8th St. Ambulance requ

Melissa Jacquart
Name of Security Coordinator

9208601169 -
Phone # before event

9208601169 -
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):

Non-profit organization holding annual fundraiser to support care of lost and homeless animals of Manitowoc County

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

Participant entrance fee, small event items sold

What are your estimated revenues and what will the revenues be used for?

\$12,000 estimated revenues to support care of lost and homeless animals of Manitowoc County

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.

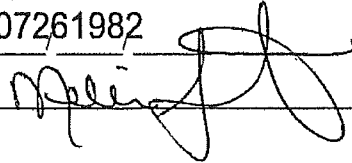
12. Legal Notice

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.

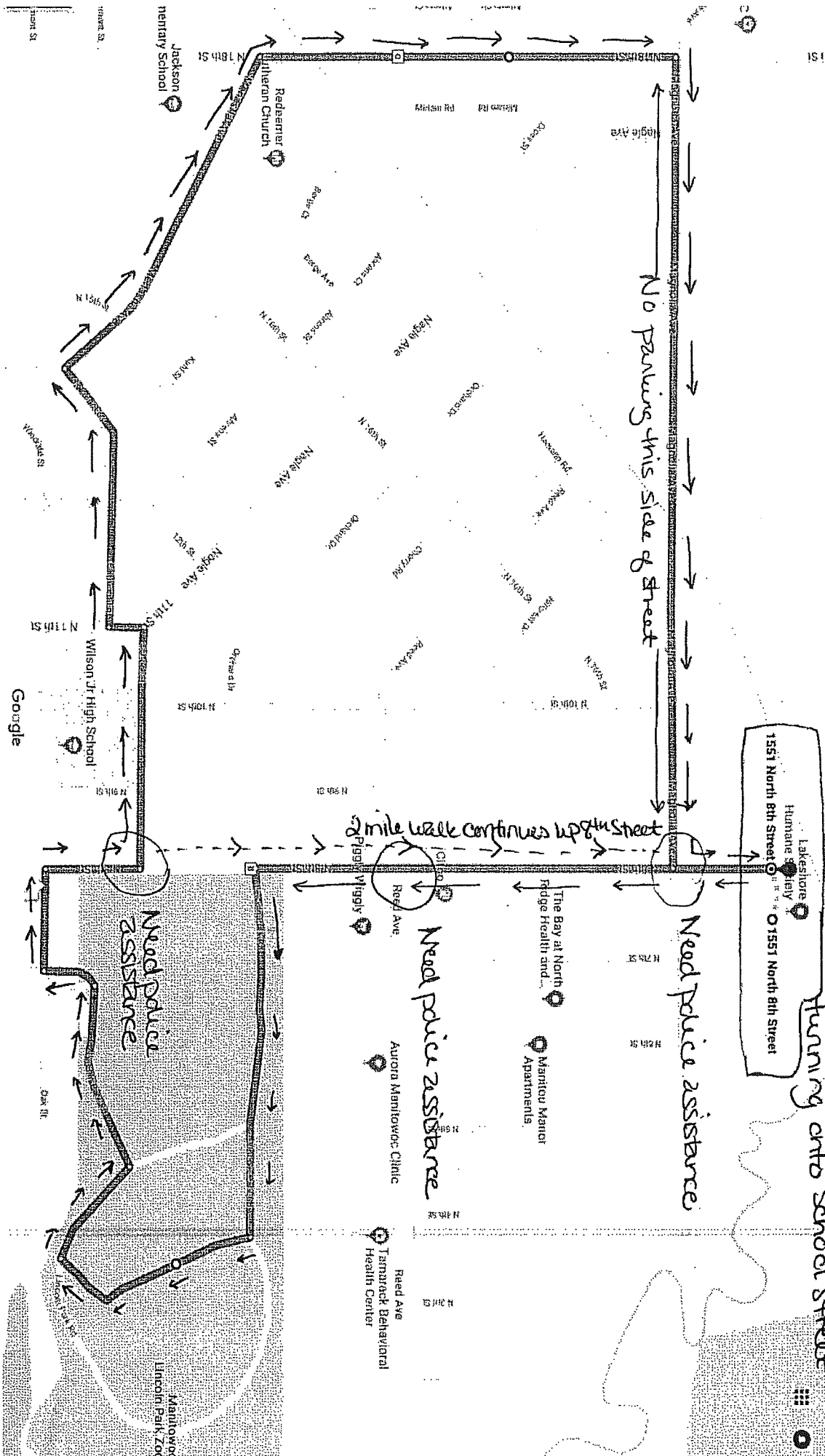
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the 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 07261982

Signature of Applicant: _____



Date: 6/9/2018



*3.1 mile run route has changed
slightly from previous years
*3 mile walk continues straight
back up 8th street instead of
turning onto school street