

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/14/2024

EVENT NAME: Walking A Fair

ORGANIZER: Mtwc. Co. Miracles Special Olympics - Annette Wuellner

E-MAIL ADDRESS: anwuellner09@hotmail.com

EVENT DATE: 8/21/2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: A fundraising walk around the fairgrounds and surrounding sidewalks to raise money for Manitowoc Co. Miracles. This event used to be called Running A Fair.

COMMITTEE CONCERNS:

WAIVER OF FEES: granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

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.



Tuesday, August 6, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Walking A Fair
Location	Manitowoc County Fairgrounds
Date	Wednesday, August 21, 2024
Event time	6:00 PM - 8:00 PM
Setup date & time	Wednesday, August 21, 2024 13:00
Takedown date & time	Wednesday, August 21, 2024 20:00

Applicant Information

Name of Applicant	Annette Wuellner
Organization name	Manitowoc County Miracles Special Olympics
Address	2402 Franklin Street Apt 200 Manitowoc, WI, 54220
Email	anwuellner09@hotmail.com
Phone number	(920) 652-4135
On-site contact name & phone number	Annette Wuellner 920-652-4135

Event Details

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

Event description

This is Fundraiser for special olympics We start at the fairgrounds and walk on the sidewalks. We have do this for 23 years It use to be the Run/Walk a fair

Estimated total attendance	150
Event website	www.walkingafair.com

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.

Select all that apply to the event

Charging admission or registration

Expected revenue

10000

Revenue will be used for

Transportation, uniforms, equipment and other misc. Items

Route & Road Usage

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

Where are cars parking?

Fairgrounds parking lot

Describe course markings and if this is a timed route

no

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.

Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

We need one officer at the crosswalk of Expo Dr and Vista we cross over there

Equipment & Facility Requests

Est. equipment cost per day

0

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

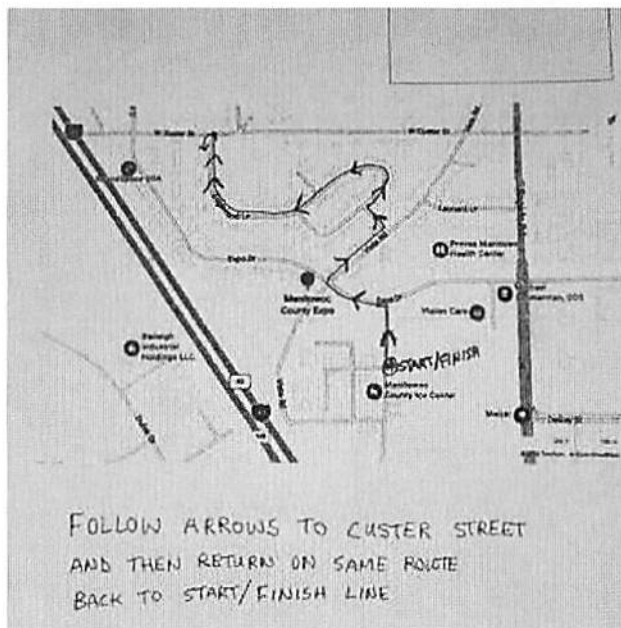
Why should this Waiver of Fees be granted?

We are non profit organization that service intelluctual individuals

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



Legal Notice and Submission

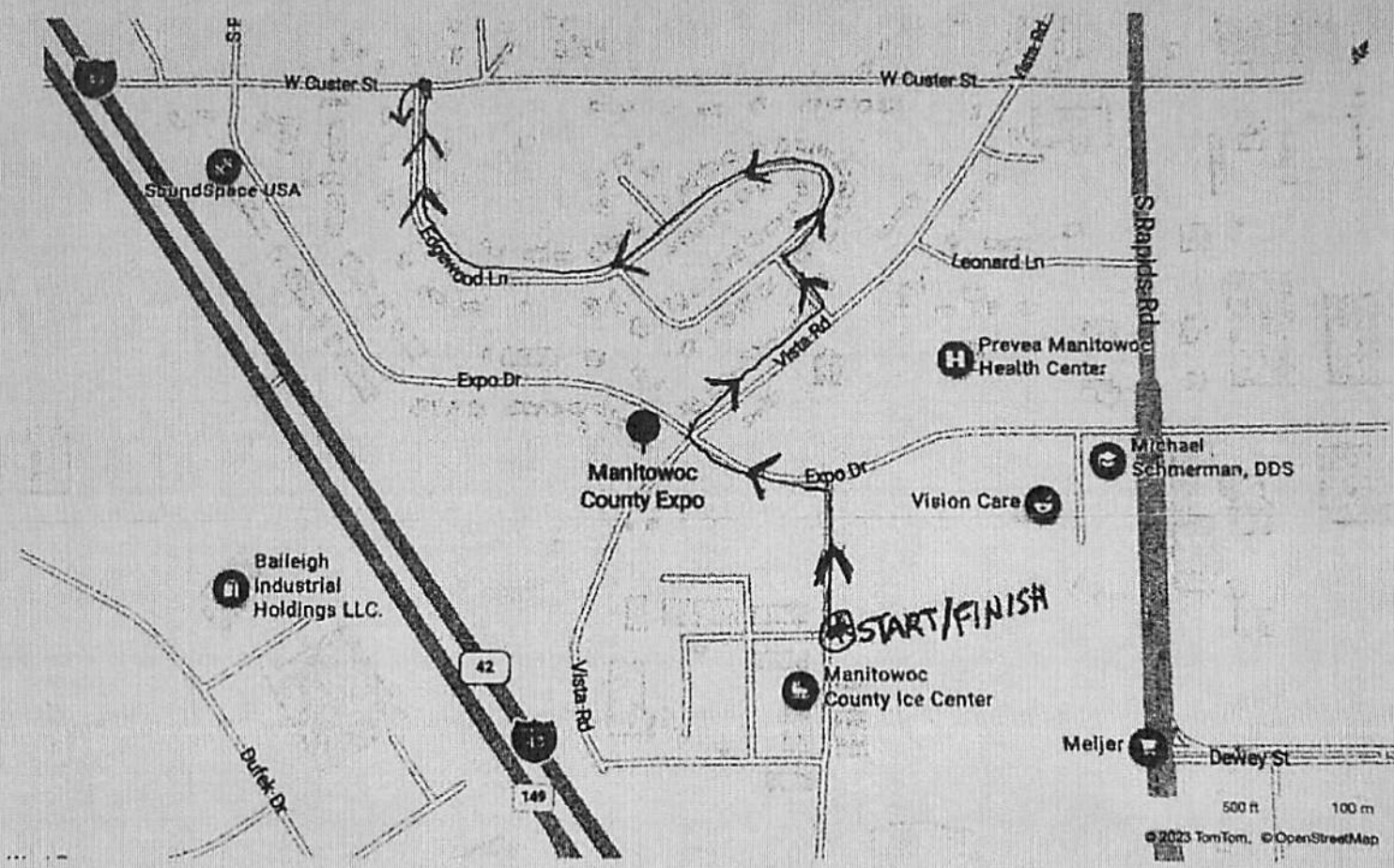
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees 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, August 6, 2024

Sign

Annette Wuellner



FOLLOW ARROWS TO CUSTER STREET
AND THEN RETURN ON SAME ROUTE
BACK TO START/FINISH LINE