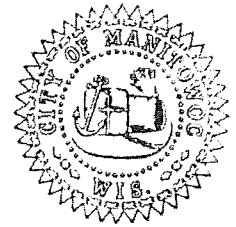


CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



July 14, 2015

Ms. Kristin Zolltheis
Manitowoc Miracles Special Olympics
13228 Pioneer Rd.
Newton, WI 53063

John Andrew
3319 Wildwood Ct.
Manitowoc, WI 54220

RE: Running A-Fair 5k Run/Walk – August 25, 2015

Dear Ms. Zolltheis and Mr. Andrews:

Your special events request to sponsor a 5K run/walk on August 25, 2015, as detailed therein, was acted upon by the Special Events Committee at the meeting of Monday, July 13, 2015. It was noted that the Manitowoc Fire Department will probably follow the group with an ATV for medical concerns.

At said meeting the Committee unanimously recommended approval of your request for the August 25th date. The event was originally requested to be held on August 24th.

At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to dneuser@manitowoc.org. Special Events Insurance Requirements are also enclosed. The insurance on file relates to one of your prior events and does not include the 8/24/15 event date.

For the use of barricades or orange cones, please contact the Department of Public Works at 686-6550 prior to 2:30 P.M. between Monday and Friday. For pick up and return of materials, please stop at Department of Public Works office.

The telephone number to arrange for Police Department assistance with your event is 686-6573 and for Fire Department assistance you may contact 686-6540.

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

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

cc: Chief of Police Tony Dick
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager
CITY HALL 900 Quay Street - Manitowoc, WI 54220-4543
Phone (920) 686-6950 Fax (920) 686-6959 · jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/13/2015

EVENT NAME: Running A Fair 5K Run/Walk

ORGANIZER: John Andrew - Manitowoc County Special Olympics

EVENT DATE: 8/25/2015

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Change in date from 8/24/15 to 8/25/15

ESTIMATED CITY COSTS:

STREETS	0
PARKS	0
RECREATION	
FIRE	0
POLICE	151.32
TOTAL	151.32

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

MFRD will probably follow group with an ATV for medical concerns

COMMITTEE DECISION:

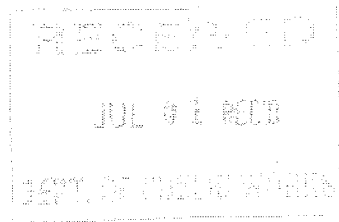
APPROVE

DENY

[Handwritten signatures: Nick Renny, Todd Ho]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



John Andrew
3319 Windwood Ct
Manitowoc, WI 54220

June 26, 2015

City Hall
Attn: City Clerk
Mayor Justin Nickels and Common Council
900 Quay Street
Manitowoc, WI 54220

Dear Mayor and Common Council:

With this letter the Manitowoc County Special Olympics organization would like to request permission to sponsor its "Running-A-Fair" 5K run/walk at the Manitowoc County Fair. The proceeds from this event will benefit the Manitowoc County Miracles Special Olympics agency. The run will take place on Tuesday, August 25th at 6:00 p.m. Our goal is to have 200 participants. Along with this run, there will be a shorter race of ½ mile for Special Olympians.

I will contact the Manitowoc Fire Department and the Manitowoc Police Department for their assistance during the event. I have enclosed a brochure of our event, which displays a map of the route.

If there are any questions concerning this event for the Special Olympians of our county, please contact me, John Andrew @683-3043 or jandrew2451@sbcglobal.net. Please forward any correspondence to me at 3319 Windwood Ct, Manitowoc, WI. Thank you for your cooperation.

John Andrew
Co-Agency Manager
Manitowoc County Special Olympics

"Running A-Fair 2015"

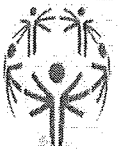
"Running A-Fair 2015"

5 K Run/Walk
To benefit
Manitowoc County Miracles
Special Olympics

Manitowoc County Miracles Special Olympics

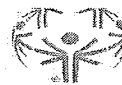


Manitowoc County
Fairgrounds
Tuesday, August 25, 2015
6:00 PM



**Special
Olympic**
Wisconsin

Registration Form



Special Olympics
Wisconsin

"Running A-Fair 2015"
Tuesday, August 25, 2015
Manitowoc Expo Fairgrounds

Complete this form and waiver (please print).

Detach and mail/turn in by
Friday, August 14th, 2015

Name _____

Address _____

City _____ Zip _____

Email _____

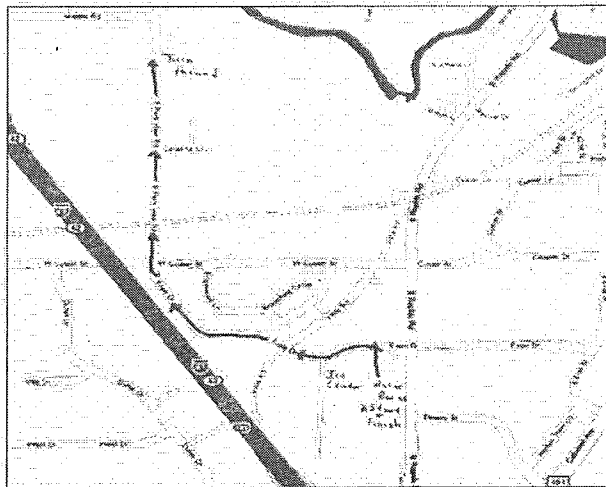
Runner _____ Walker _____

Sex: M _____ F _____ Age _____

Shirt Sizes:

Youth S _____ Youth M _____ Youth L _____
S _____ M _____ L _____ XL _____ XXL _____ XXXL _____

By registering for this event you are agreeing to
allow Special Olympics to use all event-related
photography & video for marketing needs.



RELEASE AND WAIVER OF LIABILITY, ASSUMP-
TION OF RISK, INDEMNITY AGREEMENT, AND
PARENTAL CONSENT
(Do not sign without reading)

In exchange for permission for me and/or my minor child to
participate in the Manitowoc County Miracles Running A-
Fair in Manitowoc, WI, I represent that:

*I UNDERSTAND THE NATURE OF THE ACTIVITY. I am
participating in the Activity by: Walking Running circle (if
applicable).

*I UNDERSTAND THAT THE ACTIVITY INVOLVES risks of serious
bodily injury, including permanent disability, paralysis and
death, which may be caused by my own actions, or
inactions, those of other Activity participants, the conditions
in which the Activity takes place, or the negligence of the
RELEASEES named below; and that there may be other risks
either not known to me or not readily foreseeable at this
time. I understand that the Activity will be conducted over
public roads and facilities open to the public during the
Activity and upon which traffic hazards are to be expected
acknowledge that if I and/or my minor child believe event
conditions are unsafe, I and/or my minor child will
immediately discontinue participation in the Activity.

*I CONSENT TO THE PARTICIPATION OF MY MINOR CHILD.
(This applies only if my minor child's name is shown below
as a participant.)

*I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL
RESPONSIBILITY for losses, costs, and damages I and/or my
minor child incur as a result of my and/or my minor child's
participation in the Activity.

*I HEREBY RELEASE, DISCHARGE AND PROMISE NOT TO SUE
Special Olympics Wisconsin, Special Olympics, Inc., its
respective administrators, directors, agents, officers,
volunteers, and employees, other participants, any
sponsors, advertisers, and, if applicable, owners and
landlords of premises on which the Activity takes place (each
considered one of the "RELEASEES" herein), from all liability
claims, demands, losses, or damages that I and/or my minor
child suffer which are caused or alleged to be caused in
whole or in part by the negligence of the RELEASEES or
otherwise, including negligent rescue operations.

*I WILL INDEMNIFY, SAVE AND HOLD HARMLESS each RELEASEE from any loss, liability, damage, or cost which any may incur, if, despite this release and waiver of liability, and assumption of risk, I or anyone on my and/or my minor child's behalf, makes a claim against any RELEASEE.

*I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, INDEMNITY AGREEMENT, AND PARENTAL CONSENT (collectively "Agreement"), UNDERSTAND THESE TERMS AND UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT, and have signed it freely and without any inducement or assurance of any nature. No Releasee or person on behalf of any Releasee has told me anything that is inconsistent with or contrary to the terms of this Agreement. I understand that, in reliance upon my signature on this form, voluntarily given, I may be permitted to participate in the Activity noted above, I intend it be a complete and unconditional release of all liability to the greatest extent allowed by law. If any portion of this Agreement is held to be invalid, the balance shall continue in full force and effect.

*DO NOT SIGN this Release and Waiver form unless you understand and accept the terms stated above. If you want Special Olympics Wisconsin (SOWI) to consider different terms for a Release/Waiver, please note them below or on the reverse side and submit the unsigned form for SOWI's review and consideration. If SOWI accepts or desires to counter the term(s) you propose SOWI may contact you to discuss the matter.

Print Name of Participant here

Signature of Participant (if age 18 or over)

Signature of Custodial Parent/Legal Guardian
For self or any other parent/guardian (If participant under age 18)

Witness to Above Signature

Date

Registration

Participants in the 16th annual "Running A-Fair 2015" will receive a t-shirt and FREE ADMITTANCE to the Manitowoc County Fair! - \$10.00 value!

Race Day Registration: 4:00 ending at 5:45 sharp. Participants must enter the WEST GATE by the Ice Center! Race begins promptly at 6:00 PM.

Pre-registration by mail or online at

www.runningafair.com - \$20

Same day registration - \$25

Special Olympic Athlete's - \$15

****If you are a Special Olympic athlete and you register online there will be NO REFUNDS. Please make your check payable to Manitowoc County Miracles Special Olympics. Send the completed forms and waiver before Friday August 14th to be guaranteed a shirt to:**

"Running A-Fair 2015"
c/o Sandi Finnel
8624 Arrow Road
Manitowoc, WI 54220

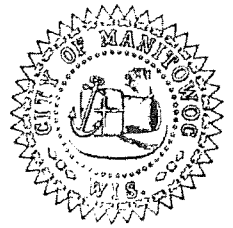
Sponsors 2015

Brandt Buses	Greendale Dairy	Smiling Moose
Henning's Cheese		Manitowoc County Fair
Cleveland State Bank		Kiel Auto Repair
Kaysun Corporation		Zollitheids Electric
Cescent Wollen Mills Co		Jagemann Stamping Co
Pribe & Associates, LLC		Braun Building Center
Elder Lawn Puppy Acres		Mark Rhein Agency
D Buck Construction LLC		Mozinski Cashman LLP
Riverside Landscaping		Walmart
The Manitowoc Company		J Johnson & Associates
Lakeside Foods Inc.		Lakeshore Hall of Fame
The Douglas Family		The John Meidl Family
Americollect		Midwest Dental
Frances & Gilbert Mangan		Shoreline Credit Union
Luigi's Italian Restaurant		
In Memory of Unkel Mikey		
In Memory of Roman & Theresa Koenig		

CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



June 30, 2015

Ms. Kristin Zolltheis
Manitowoc Miracles Special Olympics
13228 Pioneer Rd.
Newton, WI 53063

RE: Running A-Fair 5k Run/Walk

Dear Ms. Zolltheis:

Your special events request to sponsor a 5K run/walk on August 24, 2015, as detailed therein, was acted upon by the Special Events Committee at the meeting of Monday, June 29, 2015.

At said meeting the Committee unanimously recommended approval of your request.

At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to dneuser@manitowoc.org. Special Events Insurance Requirements are also enclosed. The insurance on file relates to one of your prior events and does not include the 8/24/15 event date.

For the use of barricades or orange cones, please contact the Department of Public Works at 686-6550 prior to 2:30 P.M. between Monday and Friday. For pick up and return of materials, please stop at Department of Public Works office.

The telephone number to arrange for Police Department assistance with your event is 686-6573 and for Fire Department assistance you may contact 686-6540.

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

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

cc: Chief of Police Tony Dick
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheindler, Operations Division Mgr. (Parks)
Karen Dorow, Business Manager
CITY HALL - 900 Quay Street - Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

DATE: 6/29/2015

EVENT NAME: Running A Fair 5K Run/Walk *to benefit Special Olympics*

EVENT DATE: 8/24/2015

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Run from fairgrounds west to Expo, crosses Custer , north on S Parkview Rd., turn around at Middle Rd. and follow same route to return to fairgrounds.

ESTIMATED CITY COSTS:

STREETS	0
PARKS	0
RECREATION	
FIRE	0
POLICE	151.33
TOTAL	151.33

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Opus Dick
[Signature]

[Signature]
[Signature]

[Signature]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



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

How many vendors will be at your event? — How many vehicles? —

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

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: _____

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 Fair grounds

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.

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'	_____ X	_____ X	\$3.00	=	Flashers _____
3'	_____ X	_____ X	\$3.00	=	Flashers _____
8'	_____ X	_____ X	\$4.00	=	_____
Rail type-long	_____ X	_____ X	\$2.00	=	_____
Rail type-short	_____ X	_____ X	\$2.00	=	_____
Channelizer Drums	_____ X	_____ X	\$3.00	=	_____
Cones					
18"	_____ X	_____ X	\$1.50	=	_____
28"	_____ X	_____ X	\$1.50	=	_____
Safety vests	_____ X	_____ X	No charge	=	No Charge
Snow fence					
Rolls	_____ X	_____ X	\$4.00	=	_____
Posts	_____ X	_____ X	No Charge	=	No Charge
Post driver/pounder	_____ X	_____ X	No Charge	=	No Charge
Traffic signs	_____ X	_____ X	\$2.00	=	Description _____
	_____ X	_____ X	\$2.00	=	Description _____
	_____ X	_____ X	\$2.00	=	Description _____
Traffic signs (Portable)	_____ X	_____ X	\$3.00	=	Description _____
	_____ X	_____ X	\$3.00	=	Description _____
	_____ X	_____ X	\$3.00	=	Description _____
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'	_____ X	_____ X	\$5.00	=	_____
Park benches	_____ X	_____ X	\$7.00	=	_____
Picnic tables	_____ X	_____ X	\$7.00	=	_____
Risers, platform	_____ X	_____ X	\$15.00	=	Description _____
Security stanchions	_____ X	_____ X	\$ 5.00	=	_____
Tent, 10'x10'	_____ X	_____ X	\$30.00	=	_____
Tent, 10'x20'	_____ X	_____ X	\$35.00	=	_____
Ticket booths, outdoor	_____ X	_____ X	\$15.00	=	_____
Trash cans	_____ X	_____ X	No Charge	=	No Charge
Wenger portable bandwagon, 35x8'***	_____ X	_____ X	\$240.00	=	_____
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. 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: We need

Police assistance at the corners of Vista + Expo and Custer and Expo
The Fire Dept. will monitor the end of the route for medical emergency and to ensure all runners have completed the run.
Kristin Zolltheis (970) 698-2388 (970) 698-2388
 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 Participants pay at the fair gate entrance.

What are your estimated revenues and what will the revenues be used for? \$ 3000

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 3 / 19 / 52

Signature of Applicant: Kristin Y. Zolich

Date: 6-18-15

RETURN TO:
Parks Division
2655 S. 35th Street
Manitowoc, WI 54220