

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 4/13/2022

**EVENT NAME:** Walk/Run for Hope

**ORGANIZER:** Prevent Suicide Manitowoc County - Donna Firman

**E-MAIL ADDRESS:** contact@preventsuicidemanitowoc.com

**EVENT DATE:** 9/17/2022

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Timed 5K & 10K walk/run from UWGB-Manitowoc to Lincoln High School & back; use of trash cans & cones; request bridge not be lifted 9:30 a.m. to 11:30 a.m.; one drone

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

**APPROVE**

**DENY**

APPROVE	DENY
Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr	

**COUNCIL ACTION REQUIRED:**

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**ITEMS TO INCLUDE IN LETTER:**

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# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Prevent Suicide Manitowoc County  
Name of Applicant Donna Firman  
Street Address 4623 S. 10th St., Manitowoc 54220  
Mailing Address PO Box 254  
(if different)  
City, State, Zip Manitowoc, WI 54221-0254  
Primary Phone 920-901-0779  
Cell Phone 312-925-7354 (Donna Firman)  
Email contact@preventsuicidemanitowoc.com  
Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On-Site Contact Donna Firman  
On-Site Cell Phone # 312-925-7354  
On-Site Security Contact Name Kent Reeves  
On-Site Security Contact Phone # 920-973-9144

### EVENT INFORMATION

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

Missing Map/Drawing

The 11th Annual Walk/Run for Hope is a timed 5k and 10k walk/run benefiting Prevent Suicide Manitowoc County. It's our major fundraiser of the year and contributes to most of our operating budget. It starts and stops at UWGB Manitowoc (already approved) and follows the first 5k and 10k of the Maritime Marathon route almost exactly. Street closures are unnecessary, but some streets will need cones for the protection of the participants. The cone set-up will be just like the marathon. Course marshalls will be stationed at every turn and along the route where there are cones set up for street running. Having course marshalls at every turn last year proved to be very worthwhile; the participants gave us very positive feedback and we felt it kept the route safe.

Event Name 11th Annual Walk/Run for Hope

Public Event YES  NO

Location UW Green Bay Manitowoc  
Red Arrow Park bathrooms will likely be used by  
participants.

Estimated Total Attendance 350 - 400

Staging Area Inside Founders Hall

Estimated Attendance Minimal  
from outside City of Manitowoc

Event Date(s) September 17, 2022

Event Website preventsuicidemanitowoc.com/getinvolved

Event Start Time 8:00 AM  PM

Event End Time 11:00 AM  PM

Setup Date(s) 09/17/2022

Setup Start Time 5:30 AM  PM

Teardown Date(s) 09/17/2022

Teardown End Time 12:00 AM  PM

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

RECEIVED

APR 12 2022

CITY OF MANITOWOC  
ENGINEERING

A/N  
6510

## FACILITY REQUESTS

- Facility Location Red Arrow Park Bathrooms
- Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_
- 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 \_\_\_\_\_
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue \_\_\_\_\_
- Revenue to be used for \_\_\_\_\_

## ROUTE

Route map must be submitted with application

- Road Closure  
Describe location(s)  
+ time(s)
- Timed Route
- Road Crossing  
Describe where +  
if assistance needed See turn-by-turn instructions. Course marshalls will be stationed at every intersection. Like the Maritime Marathon.
- Course Marking  
Describe type Course marshalls with flags will be along the course. The map is available to participants online and a copy is distributed in participants' "swag bags" available at t-shirt pick up. Signs are posted at some confusing turns.
- Sidewalk  
Describe usage See turn-by-turn instructions. The 8th Street bridge will also be used.

## EVENT STRUCTURES

Site map must be submitted with application

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

## EVENT FEATURES

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # 1
- Lights/Spotlights # \_\_\_\_\_

## SOUND

- Amplified Sound
- Start Time 8:00 AM  PM
- End Time 8:30 AM  PM
- Type of Sound Microphone - open ceremony

## 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](http://www.manitowoc.org).

DELIVERY DATE 09/16/2022 TIME 4:00 AM  PM  LOCATION UWBG Manitowoc Parking Lot  
PICKUP DATE 09/17 or 09/19/2022 TIME TBD 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 \_\_\_\_\_ 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" \_\_\_\_\_
- 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' \_\_\_\_\_
- Barricades – 12' rail-type \_\_\_\_\_
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" **TBD** \_\_\_\_\_
- 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 \_\_\_\_\_
- Security stanchions \_\_\_\_\_
- Snow fence – 50' rolls – plastic \_\_\_\_\_ wooden \_\_\_\_\_
- Snow fence – posts \_\_\_\_\_
- Ticket booths – outdoor \_\_\_\_\_
- Trash barrels \_\_\_\_\_ *see pg. 4*
- Other \_\_\_\_\_

## VEHICLES

Parking must be included on site map

Expected number of vehicles 200

Where do you plan to park vehicles UWGB Manitowoc parkin lot.

Are there any special parking considerations None.  
(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 We will touch base with the police department so they know we're having the event. No further assistance needed.

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?

Please see turn-by-turn instructions. We have walkers/runners/ going over the 8th Street bridge and are requesting it be lifted from 9:30 AM to 11:30 AM on 09/17/2022.

We plan to have three first aid stations staffed by hospital volunteers, two of which are combined hydration/aide stations with water and gatorade available. We also plan to have 2 people on bikes continually riding the route looking for participants in need of attention.

✂ May we have extra trash cans delivered to these stations and to UWGB Manitowoc? There will be extra trash in these locations from cups being dropped along the route and from snacks being consumed.

## 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 09 / 21 / 2021

Signature of Applicant: Donna Firman

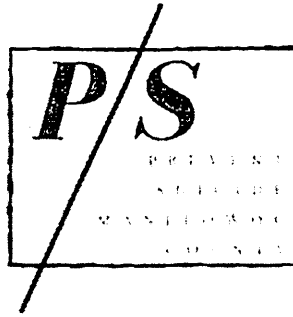


Date: 04/11/2022

E-MAIL

PRINT

Rev. 12/2021



**11<sup>th</sup> Annual Walk/Run for Hope**  
**September 17, 2022**  
**8:00 AM – Opening Ceremony**  
**9:00 AM – Walk/Run**  
**UW Green Bay – Manitowoc**

Turn-by-turn directions:

**5K and 10K**

Start at the UWGB - Manitowoc parking lot facing east. (Hydration Station, Extra Trash Cans + First Aide Station)

Take Viebahn St. east following the curve to Lakeside Blvd.

Turn right on the trail going into Red Arrow Park.

Stay on the trail to Green Street.

Turn left on Green Street.

Turn right on to S. 9<sup>th</sup> Street.

Turn right on Columbus Street\* (See 10k route)

Right on to S. 8<sup>th</sup> Street **5K ONLY**

Go around the circle at Lincoln High School and follow the route back. (Hydration Station, First Aid Station, Extra Trash Cans)

**10K ONLY**

At Columbus turn left on to S. 8<sup>th</sup> Street.

Right on to Madison.

Follow the curve onto Lakeview Dr. (move on to the sidewalk).

Follow Lakeview Dr. to Quay St. (sidewalk) past The Wharf.

Turn right on 8<sup>th</sup> Street, go across the bridge.

Take the sidewalk by the fountain that goes down to Mariners Trail.

Follow Mariners Trail past the Maritime Museum and the submarine, past the Baymont, to the YMCA.

Turn around at behind the Y by the outside play area and follow the route back. (Hydration Station, First Aid Station, Extra Trash Cans, Portable Rest Room [close to parking lot])

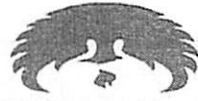
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[preventsuicidemanitowoc.com](http://preventsuicidemanitowoc.com)

[contact@preventsuicidemanitowoc.com](mailto:contact@preventsuicidemanitowoc.com)

705 Viebahn Street  
GREEN BAY  
UNIVERSITY of WISCONSIN  
Manitowoc Campus



START AND  
FINISH LINE



Lincoln High School Circle  
5K Turnaround—  
go around the circle



10K  
Turnaround  
behind the  
YMCA by the  
play area

