CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org
August 5, 2016



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

RE: Running A-Fair 5k Run/Walk - August 23, 2016

Dear Ms. Zolltheis:

Your special events request to sponsor a 5K run/walk on August 23, 2016, as detailed therein, was acted upon by the Special Events Committee at the meeting of Monday, August 1, 2016.

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 8/23/16 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

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543 Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



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SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/1/2016 EVENT NAME: Running A Fair

ORGANIZER: Manitowoc County Miracles Special Olympics - Kris Zolltheis

EVENT DATE: 8/23/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Special Olympics race for ages 14 & up; race/walk begins at fairgrounds

and proceeds NW on Expo Dr until it crosses W Custer St.; PD to direct

traffic at 2 intersections

ESTIMATED CITY COSTS:	ESTIMATED EVENT HOLDER CHARGES	S:
POLICE	0 LATE APPL. FEE (<60 days)	100
FIRE	STAKE PERMIT	
PARKS	0 DELIVERY CHARGES	
RECREATION	(if delivery requested)	
STREETS	0 TOTAL E.H. CHARGES	100
TOTAL	0	
	GRAND TOTAL	100
COMMITTEE CONCERNS:		
100 A		
COMMITTEE DECISION:		
Sommitte Bedstott.		
APPROVE	DENY	
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	B00000	
COUNCIL ACTION REQUIRED:		
ITEMS TO INCLUDE IN LETTER:		
		1

Event 8

RECEIVE	D
JUL 2 5 2016	

City of Manitowoc SPECIAL EVENTS APPLICATION FORM

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office minimum of 10 days prior to the date of the event. If you have questions, please see the Speci Event Guidelines & Policy for a list of contacts.

<u> </u>	
1.	Name/Description of Event: Funning A Fair 2016
2.	Date of Event: 08 / 33 / 3016 If multiple days, Start Date:/ / End Date:/ / Include dates and times needed for setup and take down / cleanup.
3.	Time Event will Begin Setup: 3:00 AMPM Actual Start Time: 6:00 AMPM Finish Time: 7:30 AMP
4.	Name and Complete Address of Organization/Individual Organizing the Event:
	Manitowac County Minacles Name of organization responsible for event
	Name (first, middle, and last) of event organizer Telephone # PRIOR TO event (920) 638-2388
	Kris Zulltheis Telephone # DURING event (910) 638-2388 Contact name DURING event (if different)
	Street Address
	Newton Di 53063 E-mail address kristin zell a yahoo of event organizer
	Is the sponsoring organization a 501(c)(3) organization? X 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 cand its parks are available online at www.manitowoc.org. This is Tive 17th annual Running A Fair coent
	That The Man-topoc County Miracles have held
	as a fund raising event. The race/walk
	starts at The fair grounds and proceeds NW
	on Expo drive until it crosses W. custonst
	Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which 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? Tyes No If yes, which street(s):





1	6.	Mariners Trail Permit:
		Will any portion of the Mariners Trail be used? Yes [X] 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 prova copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not a "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 "C and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier the months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time perilisted 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 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:
	7.	Tell Us About Your Event: What is the estimated attendance at your event, including observers? We will have 200-250 Funnes/ walkers How many vehicles?
		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
		Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No
		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) 686-655
		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 we they will be located.
		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:

In the case of a pre a detailed explana	mise with a c	urrent 5.	alcohol licens	se. do	you need an ex	densi	on of your premise? Yes No If yes.		
			tion to serve al	cohol	in a park?	Yes	No		
	Do you require a waiver of the restriction to serve alcohol in a park? Yes No								
• •							and the second second		
Equipment rental charge delivery/pickup by Cit	es will apply of the second of	unless is nec	a waiver of so ded. Delivery	ome o fees	r all fees is appare based on to	roved tal red	 A non-waivable delivery fee will be charge ital costs. 		
and returned weekdays !	between 7:00 1 a Parks staff	Λ.M. mem	and 2:30 P.M. ber prior to un	. It is	the renter's res	sponsi	vision at 686-3580. All items must be picked u bility to sign in all materials in the Streets & rn. It is unacceptable to drop off rental materia		
Please indicate where ar	nd when the i	tems s	should be deliv	vered:					
Please indicate the total nu	mber of item	ıs req	uested:						
Streets & Sanitation Division	n Equipment	<u>(686-3</u>	3580):						
Barricades	# <u>Needed</u>		# of Days*		Cost/Day		<u>Total</u>		
2.		X		Χ	\$3.00	=	Flashers		
3.		X		X	\$3.00	===	Flashers		
8*		X		X	\$4.00	==			
Rail type-long		X		Х	\$2.00	=	N man and a second sec		
Rail type-short		X		X	\$2.00	=			
Channelizer Drums		X		X	\$3.00	-			
Cones									
18"		Х		X	\$1.50	=			
28"		X		Х	\$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/pounde	er	X		X	No Charge	=	No Charge		
Traffic signs	sanua	Х		X	\$2.00	=	Description		
3		Х		X	\$2.00	=	Description		
		X		X	\$2.00	===	Description		
Traffic signs (Portable)	***************************************	X		Х	\$3.00	=	Description		
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		X		X	\$3.00		Description		
		X		X	\$3.00	***	Description		
Other (list items and amount	ts)						•		
Parks Division Equipment (6	686-3580): <i>L</i>	o NO	T count any p		tables, garbag		s, etc. already located at the park.		
Banquet tables, 8'		X		X	\$5.00	=			
Park benches		X		X	\$7.00	=	The state of the s		
Picnic tables		Х		X	\$7.00	=			
Risers, platform		Х		X	\$15.00	=	Description		
Security stanchions		Х		X	\$ 5.00	=			
Tent. 10'x10'		Х		X	\$30.00	=			
Tent. 10'x20'		X		Х	\$35.00	=			
Ticket booths, outdoor		X		X	\$15.00	=			
Trash cans		Х		X	No Charge	=	No Charge		
Wenger portable bandwagon	ı, 35x8'**				_				
Other (list items and amount		X		X	\$240.00	=			

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. 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 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 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
	Airect traffic at Inter. of exposurista aswell as G. Custer-Park view rd. Tohn Andrew Name of Security Coordinator (720) 683-3043 (920) 300-3716 Phone # before event Phone # the day of the event
11.	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. We also have eques to be The fire aept to an EMT monitor the race would be Fees & Reimbursement: Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipn 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 Adults #30 pro-reg #35 Same due Children under 10' \$15 pre-reg \$18 Same day What are your estimated revenues and what will the revenues be used for? # 10 000

12. Legal Notice

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special I organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other nece licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incom 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 is claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be a 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 in to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipmen mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge t have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special E Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 1/19/1945

Signature of Applicant: Date: July 34th, 2016

John Andrew 3319 Windwood Ct Manitowoc, Wi 54220

July 18th, 2016

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 23rd starting 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

John andrew

John Andrew 3319 Windwood Ct Manitowoc, Wi 54220

July 18, 2016

Manitowoc Police Department 910 Jay Manitowoc, WI 54220 Attn: Bridget Brennan

Dear Deputy Chief Brennan:

This letter is to request your assistance with traffic during our "Running A-Fair 2016" 5K run/walk sponsored by Manitowoc County Special Olympics. The race will take place on August 23rd during the Manitowoc County Fair starting at 6:00 p.m. We will need your assistance at the intersections of Expo and Vista and Expo and Custer crossing to Park View Road. I have enclosed a brochure of our event, which displays a map of the route. We would greatly appreciate your assistance in this matter. Please contact me at 683-3043 or jandrew2451@sbcglobal.net if you have any questions or concerns.

Sincerely,

John Andrew

Co-Agency Manager.

Manitowoc County Special Olympics

Sponsor Pledge A

Participant's Name

Sponsor's Name

By raising additional donations you can have a greater impact on Manitowoc County Miracles Special Olympics. Please collect all donations prior to the event. For donation totals of \$100.00 or more, you will receive a "Running A-Fair" sweatshirt. All donations need to be deposited the day of the event. Participants with the three highest pledge amounts will receive an award.

Amount Collected

 7-1-1-1	
Total	

Make checks payable to Manitowoc County Miracles Special Olympics

Manitowoc County Miracles Special Olympics

The Miracles agency presently has almost 200 athlete's involved in fourteen different sports throughout the year. They compete in bowling, volleyball, flag football, basketball, basketball skills, track, swimming, softball, t-ball, golf, powerlifting, bocce, snowshoeing and cross country skiing. Practices are held weekly with each sport culminating in the state competition. Special Olympics is a nonprofit organization. Contributions from individuals, organizations, corporations, foundations and special events provide the resources necessary for year-round programming and are tax-deductible.

Manitowoc County Fair

All participants get a VIP pass to enjoy the fair!

- Carnival Rides
- Exhibits
- Free Music Pavilions

and more.....

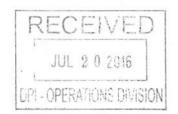
Race Divisions & Awards

Awards will be presented by the Fairest of the Fair to 1st through 3rd place male and female runners in each category as well as first place overall. Awards will be handed out after the race in the Ice Center.

Age Divisions:

* 14 - Under * 40 - 49 * 15 - 19 * 50 - 59 * 20 - 29 * 60 & Over * 30 -39

8624 Arrow Rd Manitowoc WI 54220 Running A Fair 2016" c/o Sandi Finnel



"Running A Fair 2016"

5 K Run/Walk To benefit



Tuesday, August 23rd, 2016

6:00 PM

Special Olympics Wisconsin

Registration Form

"Running A-Fair 2016"
Tuesday, August 23, 2016
Manitowoc Expo Fairgrounds

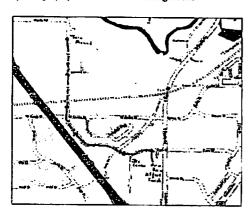
Complete this form and walver (please print).

Detach and mail/turn in by

Friday, August 19th, 2016

Name	
Address	
City	
Email	·
Runner	Walker
Sex: M F	Age
Youth S Yo	rt Sizes; puth M Youth L XXL XXXL
M L AL	^\rac{1}{2} ******

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 LLASILITY, ASSUMPTION 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 as applicable)

*I UNDERSTAD 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. I acknowledge that II 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 HERIBY 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 flability, 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 incrur, 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 HISK, INDEMNITY AGREEMENT, AND PARENTAL CONSENT (collectively "Agreement"), UNDERSTAND THAS 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 Walver form unless you understand and accept the terms stated above. If you want Special Olympics Wisconsin (SOWI) to consider different terms for a Release/Walver, please note them below or on the reverse side and submit the unsigned form for SOWTs 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 I	Participant here
Signature of Pa	rticipant (if age 18 or over)
	stodial Parent/Legal Guardian other parent/guardian (If participant under age
Wilness to Abo	ve Signature
Date	

Registration

Participants in the 17th annual "Running A-Fair 2016" will receive a t-shirt and FREE ADMITTANCE to the Manitowec County Fairl - \$10.00 valuel

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.runningalair.ccm - \$20 Children 10 & Under - \$15 Same day registration - \$25 Same day registration Children 10 & Under - \$18 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 by Friday, August 12th to be guaranteed a shirt:

> *Running A-Fair 2016* c/o Sandi Finnel 8624 Arrow Road Manitowoc, WI 54220 Sponsors 2015

Brandt Buses
Manitowoc County Fair
Ant Hill Mob
Zolkheis Electric
Cescent Wooden Mills Co
Pribek & Associates, LEC
The Manitowoc Company
Lakeside Foods Inc.
The John Meldi Family
Midwest Dental
Frances & Gilbert Mangan
in Memory of Unkel Mikey
Joseph Debitzen
Shipbuildars Credit Union
Harrigan Parkside

Henning's Cheese
Cloveland State Bank
Kiel Auto Repair
Dan's Plumbing
Braun Building Centor
Riverside Landscaping
J Johnson & Associates
The Douglas Family
Americollect
Greendale Dairy
Powers Tire Center
William Bero
Court House Pub
Book World
First Chrysler Inc

The John Meldi Family
United One Credit Union
Jagemann Stamping Company
In Memory of Roman & Theresa Koenig
Autowerks Vehicle Maintenance Center