

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/25/2023

EVENT NAME: Manitowoc 10k

ORGANIZER: Madison Area Volkssport - Mrs. Chris Flessert

E-MAIL ADDRESS: c.flessert@reagan.com

EVENT DATE: 9/21/2024

NEW OR RECURRING: new

LOCATION/DESCRIPTION: A 10K and 6k walk starting at Red Arrow Park for a walking club out of Madison. This club is nonprofit and the walk is open to the public.

COMMITTEE CONCERNS:

WAIVER OF FEES: granted

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Eric Nycz /ec Todd Blaser /ec Jason Freiboth /ec Shawn Alfred /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

DOWNLOAD FORM

Download the PDF Special Event Application to your computer or network drive, open with Adobe Reader and fill in. We do not recommend using any web browser to open the form as most have issues with fillable PDF Forms. If you do not have Adobe Reader installed on your computer, you may download the latest version free of charge: <http://get.adobe.com/reader/otherversions>

APPLICANT INFORMATION

Business/Org Name Madison Area Volkssport Assn.

Name of Applicant Mrs. Chris Flessert

Street Address 1112 W Cramer Street

Mailing Address _____
(If different)

City, State, Zip Fort Atkinson, WI 53538

Primary Phone 608-208-5014

Cell Phone 608-208-5014

Email c.flessert@reagan.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Mrs. Chris Flessert

On-Site Cell Phone # 608-208-5014

On-Site Security Contact Name Mrs. Chris Flessert

On-Site Security Contact Phone # 608-208-5014

EVENT INFORMATION

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

Document Attached



We are a walk club located in Madison, WI and affiliated with the national walk club, American Volkssport Assn. We plan to hold a one day special 10k/6k walk event in Manitowoc on Saturday, September 21, 2024 starting at Red Arrow park. The walk route is designed to use mainly sidewalks. I will send the map attachment via a separate email since the link in the form did not work..

We need the use of the Red Arrow park shelter with two picnic tables and shelter restrooms.

We are a non-profit group so requesting that the park use fee be waived.

Event Name Manitowoc 10k/6k walk event

Public Event YES NO

Location Red Arrow Park Shelter

Estimated Total Attendance 30-50

Estimated Attendance 30
from outside City of Manitowoc

Staging Area N/A

Event Website www.dairylandwalkers.com or our Facebook page

Event Date(s) Saturday, September 21, 2024

Event Start Time 12:00 AM PM

Event End Time 5:00 AM PM

Setup Date(s) 09/21/2024

Setup Start Time 10 AM PM

Teardown Date(s) 09/21/2024

Teardown End Time 6 AM PM

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

FACILITY REQUESTS

- Facility Location Red Arrow Park
- 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
- Course Marking
Describe type
- Sidewalk
Describe usage

See walk route map.

EVENT STRUCTURES

Site map must be submitted with application

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

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time _____ AM PM
- End Time _____ AM PM
- Type of Sound _____

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.

DELIVERY DATE _____ TIME _____ AM PM LOCATION _____
PICKUP DATE _____ TIME _____ 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" _____
- 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 _____
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 20

Where do you plan to park vehicles Red Arrow park parking lot

Are there any special parking considerations No
(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 _____

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?

Request park fee waiver as we are a non-profit organization

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.

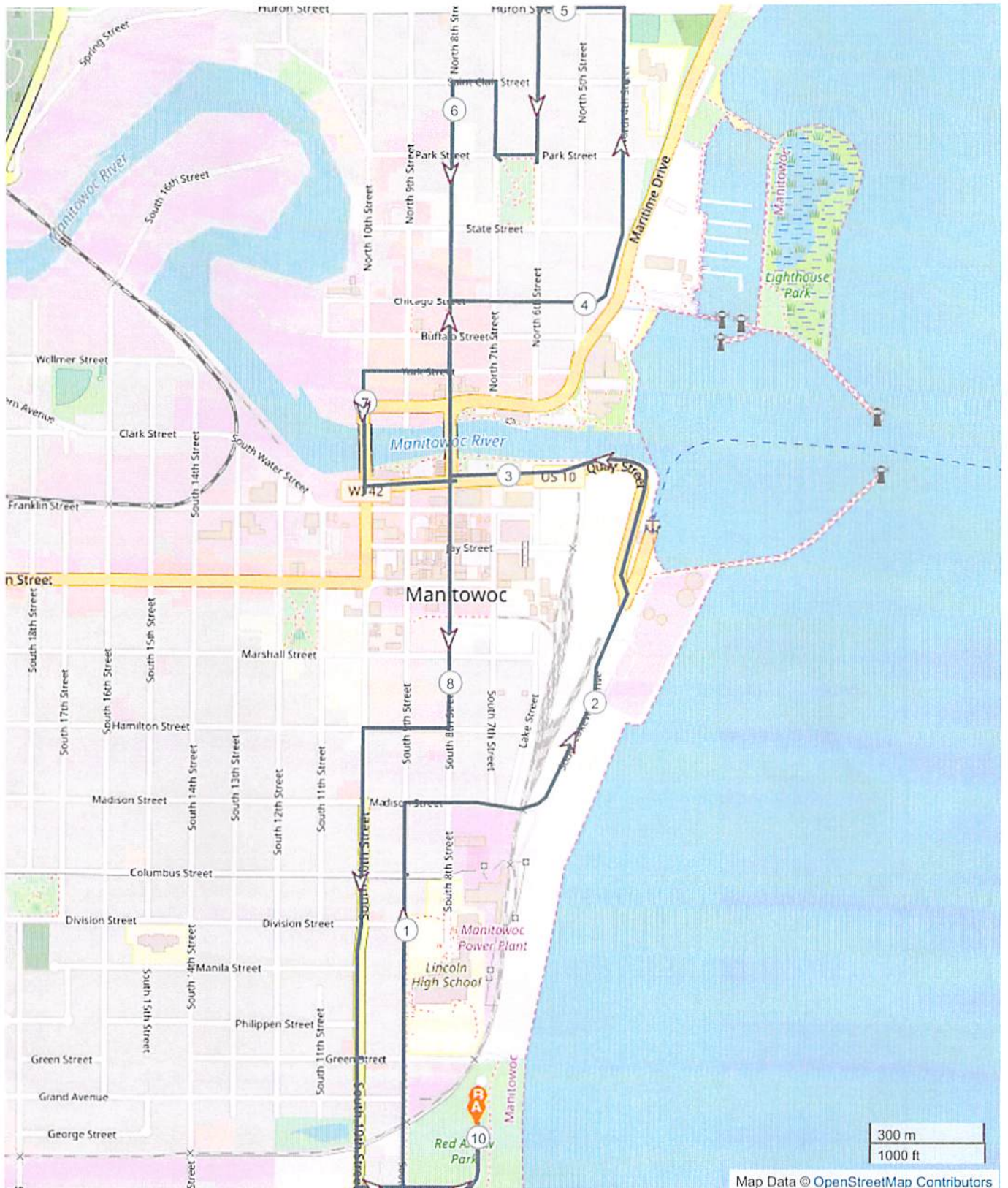
Date of birth of applicant 01 / 21 / 1957

Signature of Applicant: Chris Flessert Date: 10/22/2023

E-MAIL

PRINT

Manitowoc 10k Walk - 2024 - Version 2





**CITY OF MANITOWOC – DEPARTMENT OF TOURISM
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two years indicating all expenses and all revenues of the group/organization may be requested by the committee. **Groups or organizations must be current on all financial accounts with the City of Manitowoc.** For more information about park facilities, equipment for special events and/or the City of Manitowoc Special Event Guidelines and Policy for events on City property, visit www.manitowoc.org/parks

Name of event 10K/6K Manitowoc Walk

1 Name of club/organization making request Madison Area Volkssport Assn.

City personal address
Address 1112 W. Cramer St., Fort Atkinson, WI 53538 Telephone 608-208-5014

2	Names of club officers	Name	Address	Telephone
	President	<u>Doug Wiest</u>	<u>5106 Flambeau Rd. Madison, WI 53705</u>	<u>608-238-3109</u>
	Secretary	<u>Jill Ruel</u>	<u>773 7th St. Prairie du Sac, WI 53578</u>	<u>608-643-6142</u>
	Treasurer	<u>Kristi Kenyon</u>	<u>3006 Hillside Trail Cross Plains, WI 53528</u>	<u>608-798-3006</u>

3 Facility requested Red Arrow Park Shelter # of people 30-50

Equipment requested use of park shelter - two picnic tables and shelter restrooms

4 Date & time facility/equipment will be used Date(s) 9/21/2024 Hrs 10am - 6pm

5 Please explain your request, as to what fees you desire waived or reduced and reasons requesting waiver of park shelter fee + park use fee

6 Which do you consider your group to be?
 A Community service B. Non-profit C Private business
 D Club or organization E Other, please explain _____

7 Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes No

8 If #7 is "yes," explain and list specific charges \$3 per walker

9 What will revenues be used for? defray costs of walk fee payment to national organization and club expenses

10 Do you wish to meet personally with the Committee to discuss this request? Yes No
If "yes," please provide the following information of individual to contact

Name _____ Email _____ Phone # _____

I understand the filing of this application does not ensure approval of a fee waiver or of the event. I also understand that all Special Event organizers and participants must comply with all applicable municipal ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for temporary beer/wine licenses, stake and firework permits, and other necessary licenses and permits are non-waivable. I further understand that an incomplete application may be cause for denial of the waiver.

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 City property shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for 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 Guidelines and Policy, and it is hereby incorporated by reference into this signed agreement.

Signed Chris Flessert Date 10/22/23

Please attach any additional information which you feel will assist the committee in evaluating your request.

When completed, return this form to:
City of Manitowoc – Tourism Department
900 Quay St, Manitowoc, WI 54220
E-mail: tourism@manitowoc.org
Fax 920-686-6525
Phone 920-686-3508