

PARKS & RECREATION DEPT. SPECIAL EVENT APPROVAL FORM

MEETING DATE: 8/12/2026

EVENT NAME: Flyover Silver Creek

ORGANIZER: Chan Barden - Heavy Pedal Velo Club

E-MAIL ADDRESS: barden5011@gmail.com

EVENT DATE: 9/12/2026

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Silver Creek Park, the fieldhouse, snow fence & posts, and traffic cones for a bike race. A wooden flyover structure to be placed in greenspace prior to and during event.

CONCERNS:

RECOMMENDATION TO

APPROVE/DENY EVENT: Approve event.

WAIVER OF FEES

RECOMMENDATION: Approve waiver.

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

Approval subject to signed Indemnification Agreement with the City of Manitowoc.
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Special Event Application

Tuesday, July 7, 2026

General Event Information

Event name	Flyover silver creek
Location	Silver creek park
Date	Saturday, September 12, 2026
Event time	9:00 AM - 5:00 PM
Setup start time	Friday, September 11, 2026 11:00
Takedown end time	Saturday, September 12, 2026 17:00

Applicant Information

Name of Applicant	Chan Barden
Organization Name	Heavy pedal velo club
Address	5011 Elmer Lane Manitowoc, WI, 54220
Email	barden5011@gmail.com
Phone number	(920) 629-3994
On-site contact & phone number	Chan 9206293994
Security name & phone number	Chan Barden 920-629-3994

Event description

A sleeper hit that became one of the best cyclocross races in the Wisconsin cyclocross series. This course loops around the river in Silver Creek Park in Manitowoc and sends riders down to the beach for some fun in the sand and up to the high bridges. Then it goes over the top of the only flyovers in the Wisconsin cyclocross series. Stepped on one side in ramped on the other.

Estimated total attendance	200
Est. attendance from outside Manitowoc	175

Event Features

Select all that apply to the event	☐ Food Trucks	☐ Charging admission or registration
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Expected revenue	500
Revenue will be used for	Community service organizations, park, betterment, and cycling activities

Route & Road Usage

Road Closure

None needed

Road Crossing	None
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Where are cars parking?	Upper and lower parking lots and along road into lower park
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Describe course markings and if this is a timed route	Posts with tape, easily placed and removed without damaging the surface
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Time of amplified sound	9:00 AM - 4:30 PM
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Amplified sound type	Music via small sound system
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Event Structures

Select all that apply	Tent(s)
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Safety & Security

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

None needed

Equipment & Facility Requests

Facility Request	Silver Creek Fieldhouse (\$295)
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Park or facility request not listed above:	Chalk striper and chalk for lines
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Do you need power or lighting?	Yes in lower lot by light post by parking lot
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Parks items

Post pounder	1
	\$10 max. 3

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll 6

\$7 max. 17

Snow fence posts 25
\$2.50 max. 100

Traffic control
Tent 10'x20'

Barricades 2'
Ticket booth

Barricades 3'
Trash barrels

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42" 60
\$5.50

"Road Closed" signs

"Road Closed Ahead" signs

Estimated cost per day 739.50

Equipment will be dropped off at the discretion of DPI. Equipment request notes:

We always pick up delinators at dpw the morning before the race. Could pick up snow fence and posts if easier to waive fees

Waiver of Fees

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?

As this has become a destination race, we've had more racers out of state stay the weekend in our community and have used the local hotels and spent \$ in our community. In years we've made money, a significant amount of those proceeds have gone to local community organizations such as Peter's pantry, the haven, the humane society and last year a significant donation to the Manitowoc skate park. We've also worked with the parks department to improve the grass on the sledding hill. Being a nonprofit, the cost of the facilities and equipment can make or break our event. We appreciate the support the city has given us over the years and we look forward to many more. Proceeds go back into our community

Map

Upload map and supporting documents



MAP_Flyover Silver Creek 2026.pdf

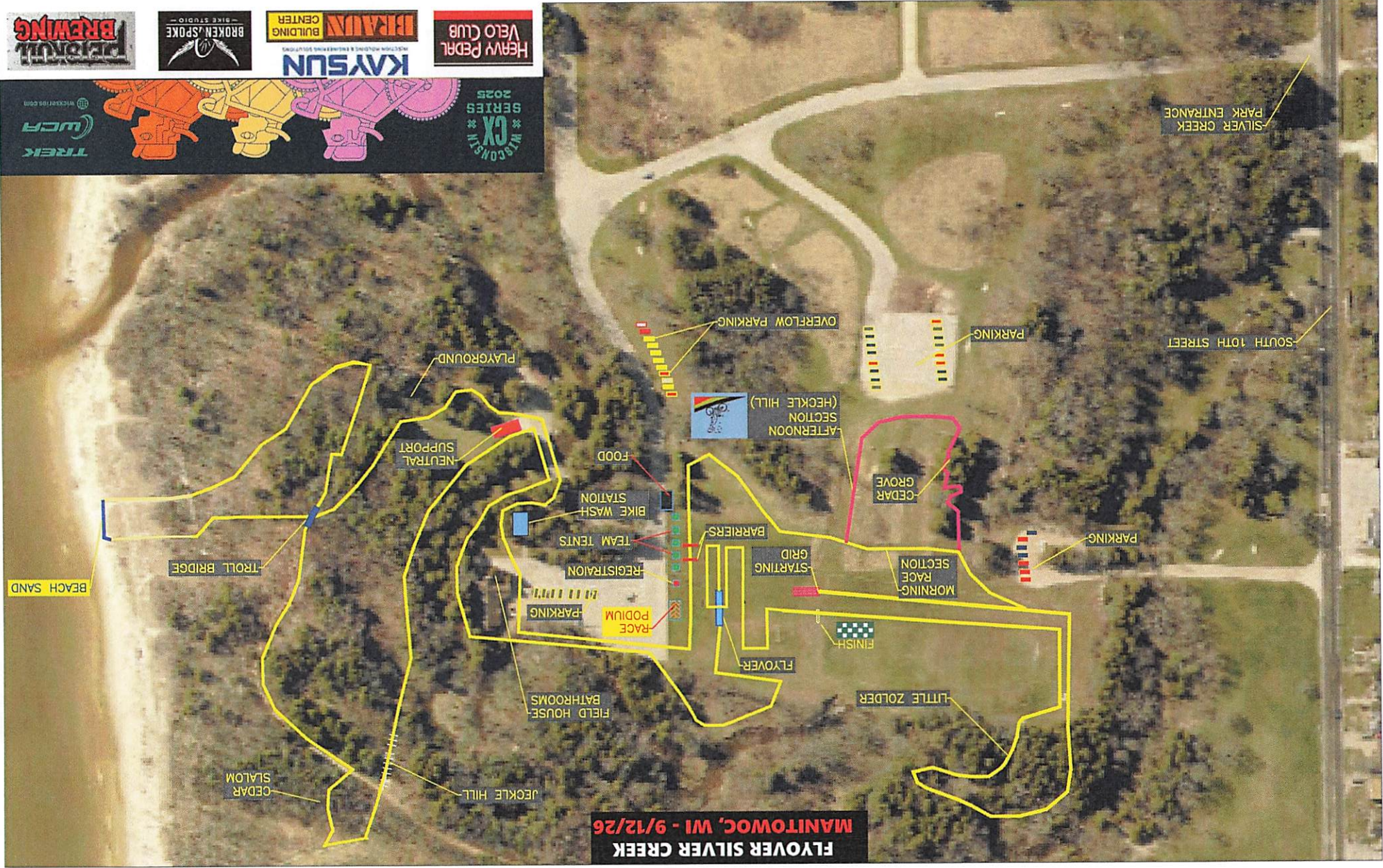
Legal Notice and Submission

Applicant date of birth

Wednesday, September 1, 1971

Sign

Chan Barden





CITY OF MANITOWOC - DPI
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). Groups or organizations must be current on all financial accounts with the City of Manitowoc in order to be considered for a waiver of any fees.

ALL QUESTIONS MUST BE ANSWERED

Name of event: Flyover Silver Creek Bike Race

Applicant: Chan Barden

Barden5011@gmail.com

Name
5011 Elmer Lane, Manitowoc, WI 54220

Email
920-629-3994

Address

Phone

1. Name of club/organization making request Heavy Pedal Velo Club

Club/organization: 5011 Elmer Lane , Manitowoc WI 54220 920-629-3994 Barden5011@gmail.com

Address

Phone

Email

2. Facility requested: Silver Creek Park # of people 250

Equipment requested: Field House and areas of park for race course

3. Specific dates and hours facility/equipment will be used: Date(s) September 12, 2026 Hrs. 12

4. Please explain your request, as to what fees you desire waived or reduced and the reason you believe you are entitled to a waiver The cost of the rental of the fieldhouse and equipment from the parks department like fencing, posts etc. most of which we pick up and return to the DPW. Most of the \$ made from the event get recycled into the community via non-profit

5. Which do you consider your group to be?

A. Community service

B. Non-profit x

C. Private business

D. Club or organization

E. Other, please explain

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

7. If #6 is "yes," explain and list specific charges and anticipated revenues Revenue from the event is a function of rider entries, less USA cycling and official fees and city charge
In prior years incurred costs of using the fieldhouse, fees for city equipment such as fencing, posts DPW barriers. Absent some waiving of fees, the event barely breaks even.

8. What will revenues be used for? In prior years where the event made money much of that has gone back into the community in form of donations to local non-profits like Peter's Pantry, the Haven and last year a significant donation to the manitowoc skate park. Also last year the club worked with the parks department to improve the sledding hill grass by paying the cost for erosions blankets, grass seed etc..(\$150)

9. Do you wish to meet personally with the Committee to further explain your request? Yes Yes No

10. Insurance requirements: The City reserves the right to require a Certificate of Insurance evidencing coverage with sufficient limits listing the City as an additional insured as well as an Additional Insured Policy endorsement accompanying the Certificate of Insurance. Said certificates must be turned in to the City Clerk no less than 30 calendar days prior to the event.

Legal Notice and Submission: I understand the filing of this application does not ensure approval of a fee waiver. The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damages, claims or personal injuries that may occur or are alleged to have occurred during this event. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence of any person or party. By signing, I acknowledge that I have the authority to bind the sponsoring organization and acknowledge that I have received, read and understand the guidelines set forth in this application.

Signed Chan C Barden

Date 07/02/2026

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

When completed, return this form to the City of Manitowoc – Parks Division
900 Quay St. Manitowoc, WI 54220 · Phone 920-686-3580 · E-mail parksadmin@manitowoc.org