

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/7/2023

EVENT NAME: Special Event - Spunky Mutt and Strutt

ORGANIZER: Central Bark - Samantha Seeber

E-MAIL ADDRESS: sseeber96@outlook.com

EVENT DATE: 9/30/2023

NEW OR RECURRING: new

LOCATION/DESCRIPTION: 5k walk/run at Silver Creek Park with dog demonstrations, raffles, vendors, and concessions.

COMMITTEE CONCERNS: Dogs should remain on leashes during this event.

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred /ec Courtney Hansen /ec Jason Freiboth /ec Dan Koski /ec Eric Nycz /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Please report vendors and food trucks to the Wisconsin DOR using the form S-240 at revenue.wi.gov.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Spunky Mutt and Strutt (Central Bark)

Name of Applicant Samantha Seeber

Street Address 4416 s 10th st

Mailing Address _____
(If different)

City, State, Zip Manitowoc wi 54220

Primary Phone 9207696508

Cell Phone _____

Email sseeber96@outlook.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Samantha Seeber

On-Site Cell Phone # 9207696508

On-Site Security Contact Name _____

On-Site Security Contact Phone # _____

EVENT INFORMATION

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

Document Attached



We are excited to announce Spunky mutt and strutt 5k walk/run. Join the race to help homeless pets by participating in our family-friendly and dog-friendly event that will take place on Saturday, September 30th at 9 a.m. Hopes of having human participants and their canine companions take part in this race, providing our community with a healthy and fun event for everyone. The scenic course ensures that first time walkers and runners can comfortably participate alongside more serious runners. Along with the race, the day will feature dog demonstrations, many area vendors, concessions, a 50/50 raffle, music and more!

At least two food trucks

Event Name Spunky 1st annual Mutt and Strutt 5k Walk/Run

Public Event YES NO

Location silver creek feildhouse and concession stand

Estimated Total Attendance 200

Estimated Attendance 100
from outside City of Manitowoc

Staging Area _____

Event Website _____

Event Date(s) September 30th, 2023

Event Start Time 10 AM PM

Event End Time 5 AM PM

Setup Date(s) 09/29/2023

Setup Start Time 6 AM PM

Teardown Date(s) 09/30/2023

Teardown End Time 6 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

- Facility Location Silver Creek Field House
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements dj music
- 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 _____ 20
- 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 poles to mark where to keep going and people at some markers to help cheer on/ will use park for 5k
- Sidewalk
Describe usage

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground
(greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # 3
- Signs/Banners # _____
- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

EVENT FEATURES

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

SOUND

- Amplified Sound
- Start Time 10 AM PM
- End Time 5 AM PM
- Type of Sound DJ

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 09/29/2023 TIME 6 AM PM LOCATION silver creek fieldhouse

PICKUP DATE 09/30/2023 TIME 7 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 90

Where do you plan to park vehicles parking lot of silver creek

Are there any special parking considerations _____
(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 in case of injuries

Date/Time 09/30/2023

Location silver creek firhouse

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?

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 05 / 20 / 1996

Signature of Applicant: Samantha Seeber Date: 05/31/2023

E-MAIL

PRINT

