

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/28/2023

EVENT NAME: Running-A-Fair

ORGANIZER: Manitowoc County Miracles - John Andrew

E-MAIL ADDRESS: [jandrew2451@gmail.com](mailto:jandrew2451@gmail.com)

EVENT DATE: 8/23/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: 22nd Annual Running-A-Fair is a fundraiser run held in connection with the Manitowoc County Fair on the opening night using Vista, Brookfield Cir, and Expo Drive.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Jason Freibtoh /ec Dan Koski /ec Eric Nycz /ec Shawn Alfred /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Manitowoc county Miracles

Name of Applicant John M. Andrew

Street Address 3319 Windwood Ct

Mailing Address \_\_\_\_\_  
(if different)

City, State, Zip Manitowoc, WI

Primary Phone 920-683-3043

Cell Phone 920-860-3716

Email jandrew2451@gmail.com

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Annette Wuellner

On-Site Cell Phone # 920-652-4135

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)

Missing Map/Drawing



This will be the 22nd annual "Running-A-Fair" event that the Manitowoc county Miracles will be holding as a fund raising event. The run/walk starts at the fair grounds and proceeds NW on Expo drive. The walkers will turn Rt onto Vista and go to Brookfield Circle. They will then walk the complete circle and exit unto Vista, returning to Expo dr and the fair grounds. The runners will follow Expo drive, crossing custer and proceed North on Park View road. They go to the farthest extent of the route, turn around and return to the fairgrounds.

Event Name 22nd Annual "Running-A-Fair"

Location Manitowoc County Fair Grounds and Adjoining Streets.

Staging Area Manitowoc County Fairgrounds

Event Date(s) August 23rd, 2023

Event Start Time 6:00 AM  PM

Event End Time 7:30 AM  PM

Setup Date(s) \_\_\_\_\_

Setup Start Time \_\_\_\_\_ AM  PM

Tear-down Date(s) \_\_\_\_\_

Tear-down End Time \_\_\_\_\_ AM  PM

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

Public Event YES  NO

Estimated Total Attendance 150 Walkers/Runners

Estimated Attendance \_\_\_\_\_  
from outside City of Manitowoc

Event Website Facebook - Manitowoc County Miracles

► RECEIVED ◀

JUN 20 2023

### FACILITY REQUESTS

- Facility Location \_\_\_\_\_
- 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 (to close local road or street) **None, although the intersection of Expo drive and the Vista entrance to the fair grounds is congested with participants, especially at the beginning of the race.**
- Timed Route
- Road Crossing (to cross where assistance needed) **Assistance is needed at the entrance to the fair grounds at the intersection of Vista and Expo dr., plus at the Expo dr and Custer Street intersection.**
- Course Marking (to mark route) **None**
- Sidewalk (to indicate usage) **The sidewalk on Expo dr from the East entrance of the fair grounds to the Vista Intersection. The walkers will then proceed on West sidewalk of Vista.**

### 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](http://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*

### GAAMES

- 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 \_\_\_\_\_
- \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles \_\_\_\_\_

Where do you plan to park vehicles \_\_\_\_\_

Are there any special parking considerations \_\_\_\_\_  
(i.e., 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 Traffic Control at the intersection of Expo Dr and Vista as well as Expo Dr and Custer. \_\_\_\_\_

Date/Time 6:00 on August 23rd \_\_\_\_\_

Location Expo and Vista as well as Expo and Custer \_\_\_\_\_

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 01 / 19 / 1945 \_\_\_\_\_

Signature of Applicant: John M Andrew \_\_\_\_\_

Date: 6/20/2023 \_\_\_\_\_

