

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/13/2023

EVENT NAME: EWC Cross Country Conference Meet

ORGANIZER: Roncalli - Nathan Kaderabek

E-MAIL ADDRESS: nathan.kaderabek@roncallicatholicschools.org

EVENT DATE: 10/12/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Cross Country meet at Lincoln Park held by Roncalli for the Conference, as this was Chilton's year but they asked last minute to switch years due to construction.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /email Todd Blaser /email Jason Freiboth /email Dan Koski /email Eric Nycz /email	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Please be considerate to the zoo animals. Keep noise levels down, & direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat. Please remind participants that dogs are not allowed in the Lincoln Park Zoo area.

AMERICAN LABORATORY CORPORATION

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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 Roncalli High School

Name of Applicant Nathan Kaderabek

Street Address 2000 Mirro Drive

Mailing Address
(if different) _____

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-905-4423

Cell Phone 920-905-4423

Email nathan.kaderabek@roncallicatholicschools.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event _____

On-Site Contact Nathan Kaderabek

On-Site Cell Phone # 920-905-4423

On-Site Security Contact Name Nathan Kaderabek

On-Site Security Contact Phone # 920-905-4423

EVENT INFORMATION

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

Missing Map/Drawing

Start and Finish Line in outfield of the softball field. Run takes place in all the roads and trails in Lincoln park and throughout the zoo.

Event Name EWC Cross Country Conference Meet

Public Event YES NO

Location Lincoln Park and Zoo

Estimated Total Attendance 500 Athletes and Spectators

Staging Area _____

Estimated Attendance 350
from outside City of Manitowoc

Event Website _____

Event Date(s) October 12th, 2023

Event Start Time 3:00 AM PM

Event End Time 7:00 AM PM

Setup Date(s) 09/12/2023

Setup Start Time 8:00 AM PM

Teardown Date(s) 09/12/2023

Teardown End Time 8:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)



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FACILITY REQUESTS

- Facility Location Manitowoc Lincoln 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 _____ 1-RAA
- 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)

We didn't realize until construction was happening for our previous meet that we would need to close the zoo down with runners going through so we would be in the same situation as our meet on 9/19/23 that we just had.

- Timed Route
- Road Crossing
Describe where + if assistance needed
- Course Marking
Describe type
- Sidewalk
Describe usage

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 3:00 AM PM
- End Time 6:00 AM PM
- Type of Sound Announcements, National Anth

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

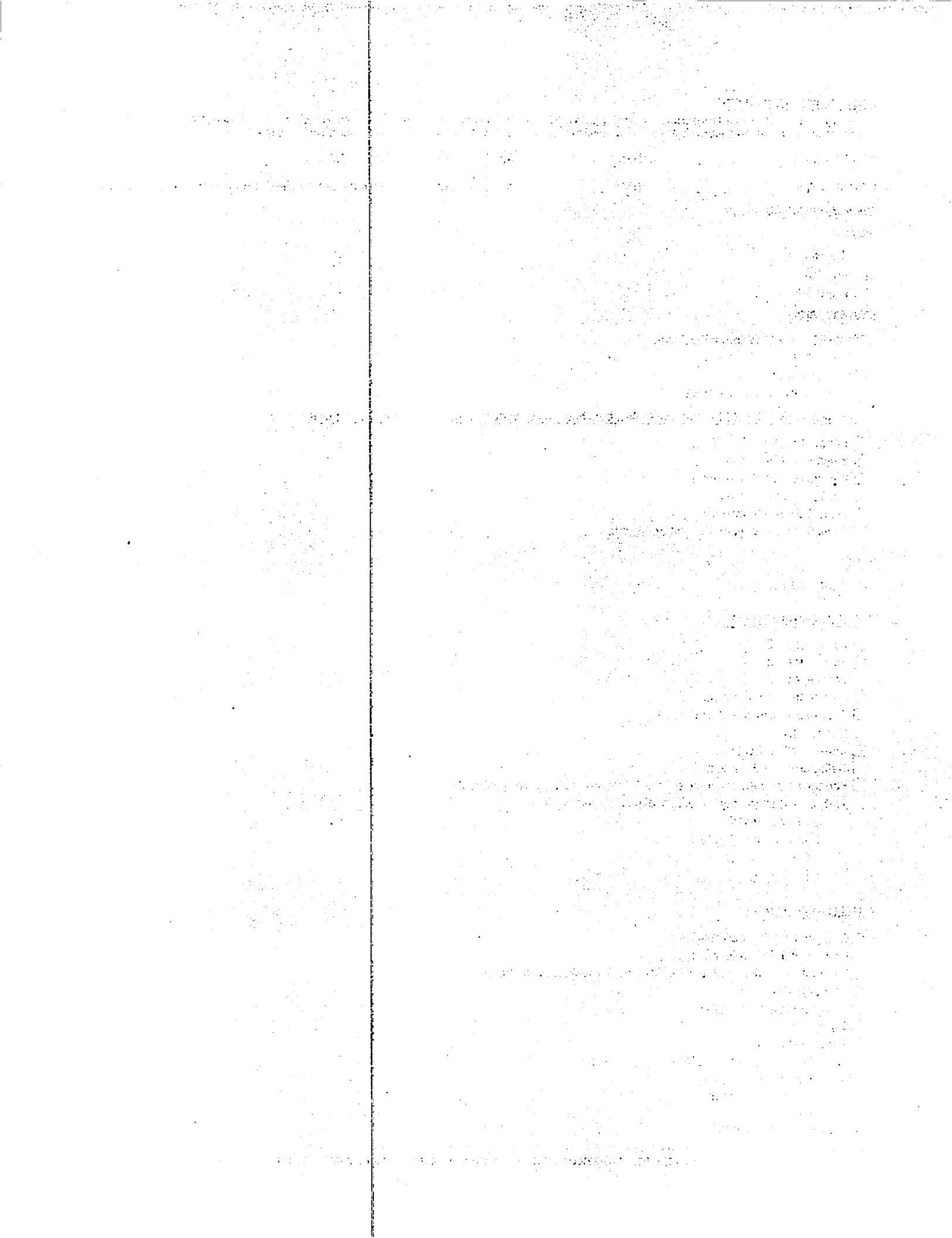
- Tent – 10'x 20' _____

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 15 Trash Barrels _____



VEHICLES

Parking must be included on site map

Expected number of vehicles 160

Where do you plan to park vehicles Usage of Public roads and parking lot by softball field

Are there any special parking considerations 8 Buses that will park in parking lot by softball diamond and 1 ambulance
(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 One Ambulance

Date/Time October 12th, 2023 3:00 PM

Location Lincoln Park, Parking Lot by the fieldhouse

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.

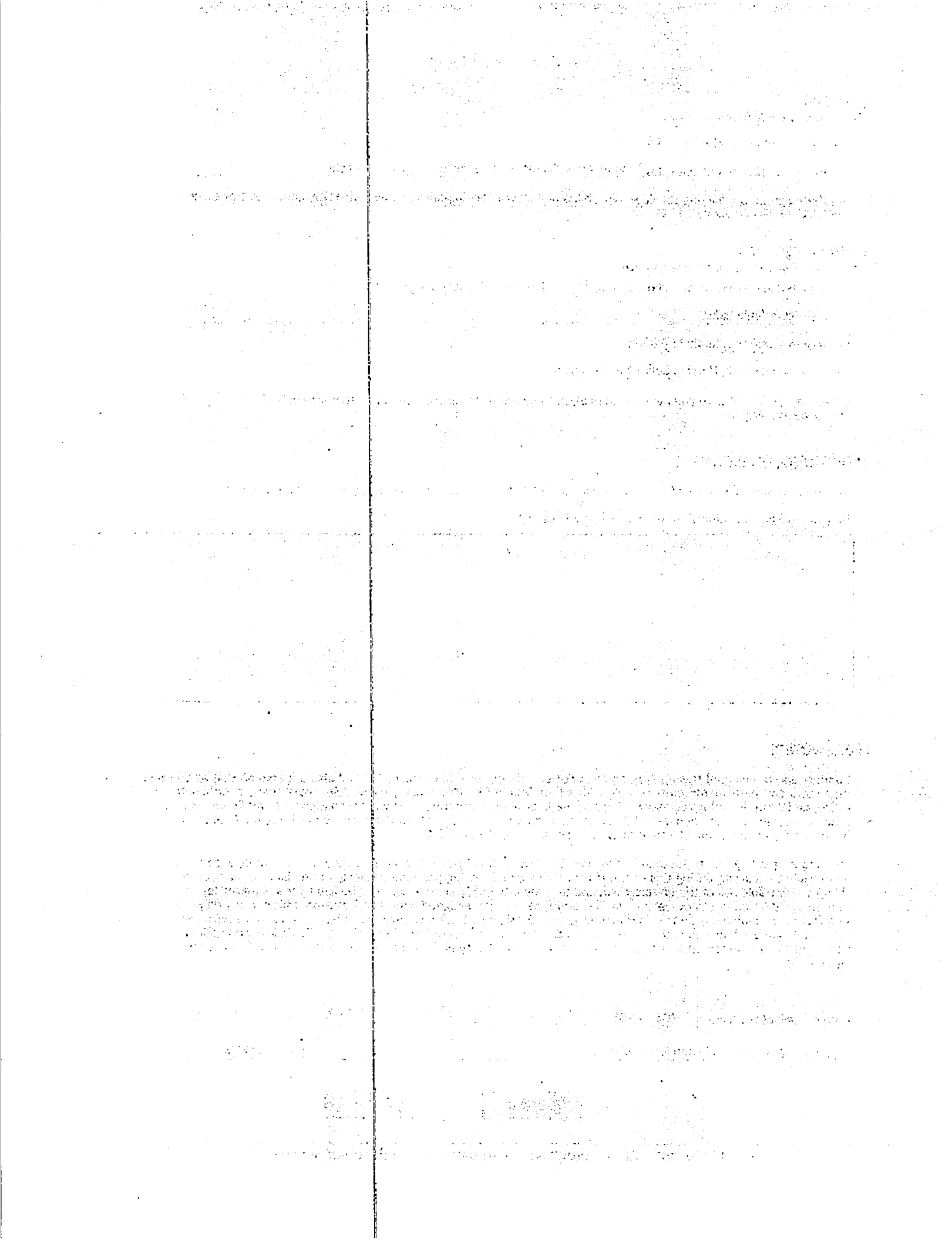
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the 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 07 / 06 / 1981

Signature of Applicant: Nathan Kaderabek Date: 9/12/23

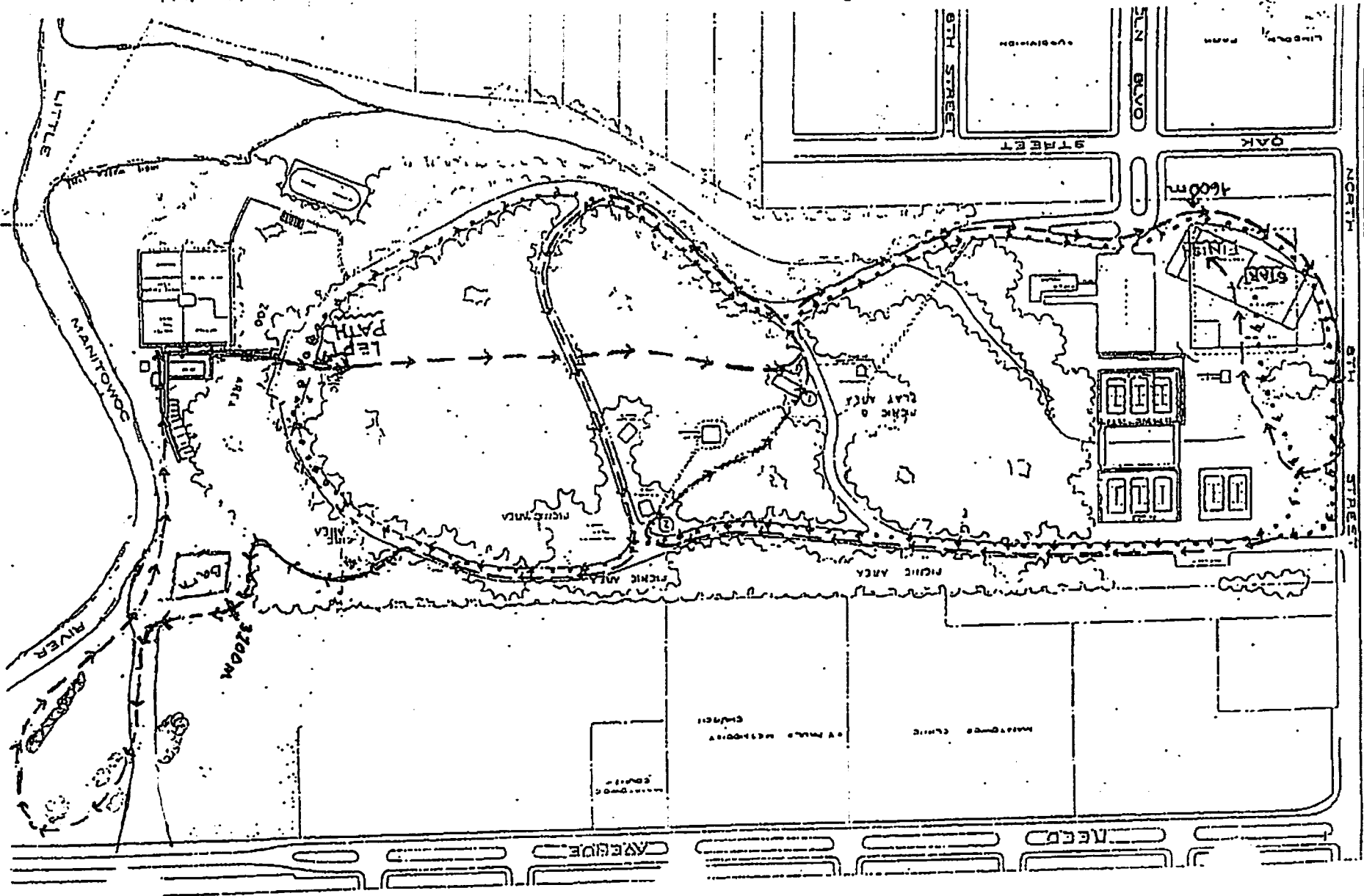
E-MAIL

PRINT

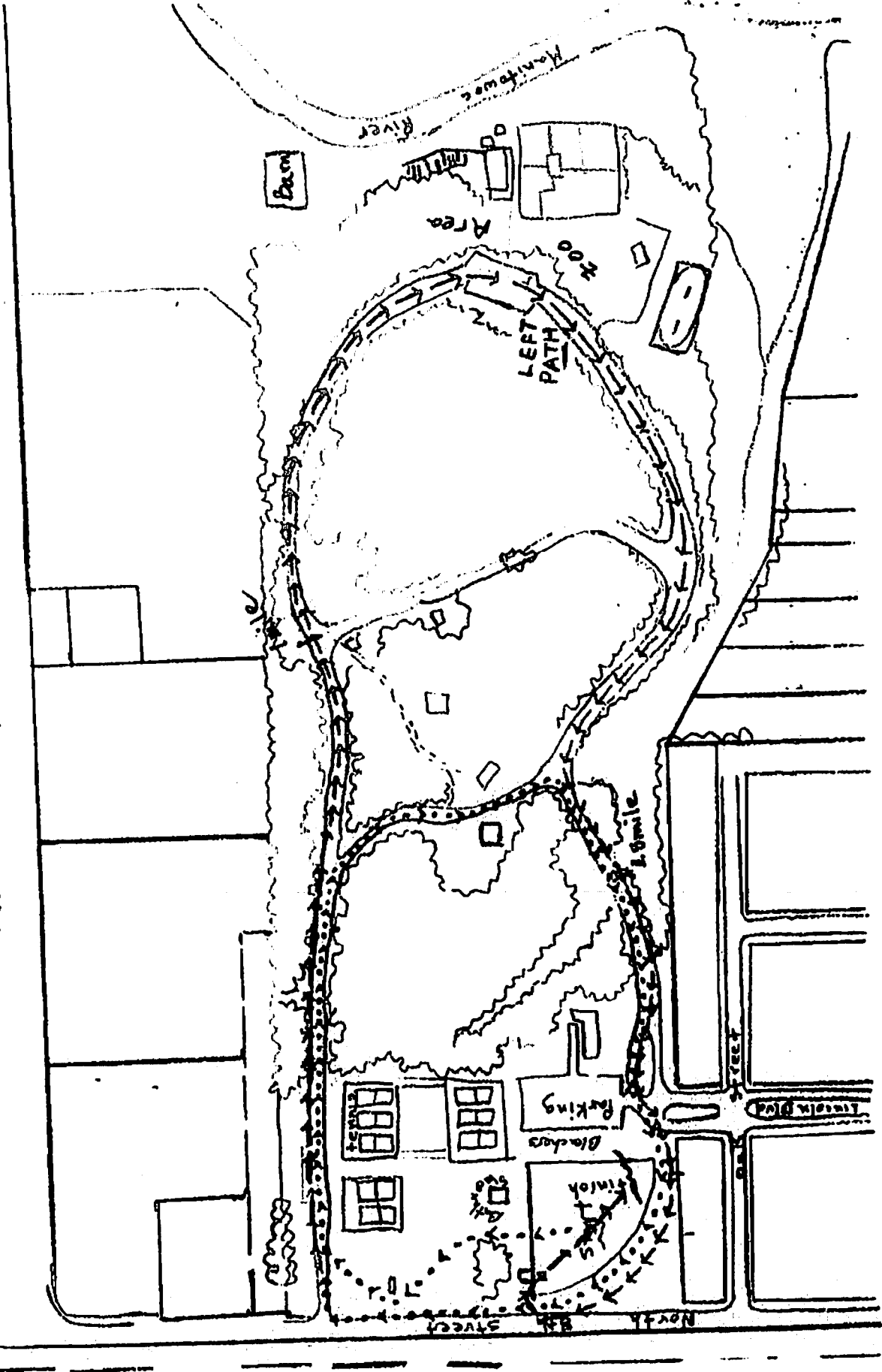


Roncalli Cross Country Course
Lincoln Park, Manitowoc, WI
5000 meter course

... → first loop
→ → → second loop



Reed Avenue



.....→ first loop
——→ second loop

Roncalli Cross Country Course
Lincoln Park, Maritowoc, WI
Middle School Course 1.75 miles

