

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/20/2023

EVENT NAME: Roncalli Cross Country Invite

ORGANIZER: Roncalli Catholic Schools - Nathan Kaderabek

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

EVENT DATE: 9/14/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Roncalli's 57th Annual Cross Country Invite to be held at Lincoln Park using the roads and trails. The course will be marked with flags and cones. Use of concession stand and softball field as well.

COMMITTEE CONCERNS:

Not approved due to policy regarding schools and government orgs.

WAIVER OF FEES:

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.



Tuesday, November 14, 2023

Special Event Application

Approval Status

Not Started

General Event Information

Event name	57 Annual Roncalli Cross Country Invite
Location	Lincoln Park
Date	Saturday, September 14, 2024
Event time	8:00 AM - 1:00 PM
Setup date & time	Saturday, September 14, 2024 06:00
Takedown date & time	Saturday, September 14, 2024 15:00

Applicant Information

Name of Applicant	Nathan Kaderabek
Organization name	Roncalli High School
Address	2000 Mirro Drive Manitowoc, WI, 54220
Email	nathan.kaderabek@roncallicatholicschools.org
Phone number	(920) 905-4423
On-site contact name & phone number	9209054423

Event Details

If any questions are not applicable, you can leave them blank.

Event description

Roncalli Cross Country Meet start and finish line in the outfield of the softball field at Lincoln park. The run will take place in all the roads and trails of Lincoln Park. They will be marked with flags and cones by the school

Estimated total attendance 500

Estimated total attendance from outside Manitowoc 350

Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Class B License, and provide Liquor Liability to the Clerk's Office.

Select all that apply to the event Vendor(s)

Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

Road Closure

The entrances to the zoo.

Road Crossing

None (staff of school will help direct)

Where are cars parking?

Parking lot of Lincoln Park and side streets of the park

Describe course markings and if this is a timed route

Paint on the field for start and finish line along with flags and cones for directions

Time of amplified sound

8:30 AM - 9:30 AM

Amplified sound type

Announcements and National Anthem

Event Structures

Select all that apply Portable restrooms Waste removal service

Safety & Security

Depending on the size and nature of the event, the City may require medical and security services. Organizers should have a first aid kit at the minimum. Events that serve alcohol must ensure patrons are 21 years or older and at least one licensed bartender is on site.

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

We will be having an ambulance that will attend this event.

Equipment & Facility Requests

Facility request

Lincoln Park Concessions area for RAA to use to sell concessions

Athletic field request

Softball field will be used for set up and running if possible grass cut week of.

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20'

Ticket booth

Trash barrels $\frac{10}{\$6 \text{ max. } 50}$

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs $\frac{2}{\$6}$

"Road Closed Ahead" signs

Est. equipment cost per day 72

Waiver of Fees

Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not guaranteed. This waiver does not waive late application, late application, and cancellation fees. Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

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?

Because this is a middle school and high school event for area schools in our community.

Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

Upload map and supporting documents



Varsity,JV course map 2023pdf

Legal Notice and Submission

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.

Applicant date of birth Monday, July 6, 1981

Sign Nathan Kaderabek

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

..... & first loop
 → → → second loop

