



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

May 15, 2024

Gumby's Club for a Cure  
Attn: Candy Ruffolo  
2012 Richmond Ave  
Manitowoc, WI 54220

RE: Gumby's Glow Run/Walk – 7/13/2024

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on **May 1, 2024**, the Special Events Committee approved your request to hold the **Gumby's Glow Run/Walk on July 13, 2024**. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges. When listing sponsors for your event, we ask that you consider including *The City of Manitowoc and Visit Manitowoc* as some or all standard event-related fees have been waived; visit [www.manitowoc.org/specialevent](http://www.manitowoc.org/specialevent) for a digital copy of the City of Manitowoc logo. Please refer to the Special Events Guidebook at [www.manitowoc.org/specialevent](http://www.manitowoc.org/specialevent) for nonrefundable fees related to equipment order changes, event cancellations, and rules for the event location.

As fees for equipment have been waived, please credit the City of Manitowoc as a sponsor for this event.

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.

If you have any questions, please contact me at (920) 686-6950 or via email at [cityclerk@manitowoc.org](mailto:cityclerk@manitowoc.org).

Sincerely,

Mackenzie Reed  
City Clerk / Deputy Treasurer

MR/jls  
cc: Special Events Approval Group  
Enclosures



## Special Event Conditions

**INSURANCE:** At least 30 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with separate additional insured endorsement. Please fax to 920-686-6959 or e-mail to jswokowski@manitowoc.org. Special Events Insurance Requirements are also enclosed. **Insurance not provided within the required timeline may result in a fee of \$300.**

**CREDIT/DEBIT CARD PAYMENTS:** Vendors who accept payment card information (PCI) are required to provide evidence of Cyber Liability with a limit of \$1,000,000 per occurrence OR letter evidencing payment card information (PCI) compliance OR letter evidencing use of payment card information (PCI) compliant 3<sup>rd</sup> party vendor

**TAVERNS:** Please bring your tavern license to the City Clerk's office prior to your event to have the extended premises added to your license.

**BEER/WINE SALES:** A non-profit or bona fide club may apply in the City Clerk's Office in City Hall for a Temporary Class "B" license for the beer/wine stand. A licensed bartender must be at the premise at all times.

**FOOD:** Contact the County Health Department at 920-683-4155 to obtain information about a food license. Mobile food vendors (food trucks) must obtain a license from the City Clerk's office

**VENDORS:** All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.

**STAKES/BOUNCE HOUSES:** Event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground. Contact the Parks Division, 900 Quay St. at 920-686-3580 to obtain a stake permit and pay the \$50 stake permit fee. **Events with bounce houses require a stake permit.**

**EQUIPMENT:** For the use of the benches, trash barrels, etc., please contact the Parks Division at 920-686-3580.

**TRAFFIC CONTROL:** If you need to pickup traffic control items, please contact the Department of Public Works at 920-686-6550 prior to 2:30 P.M. between Monday and Friday.

**STREET CLOSURE:** In advance of your event, you are encouraged to notify the residences and/or businesses that may be affected by this street closure, in order to allow them time to make any arrangements.

**POLICE:** The telephone number to arrange for Manitowoc City Police Department assistance with your event is 920-686-6551.

**PARKING:** Unless special parking requests were approved, all parking regulations will be enforced.

**FIREWORKS:** Contact the Fire Department at 920-686-6540 to obtain a fireworks permit.

**LINCOLN PARK:** Please be considerate to the zoo animals. Keep noise levels down, and direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat.

**DOGS:** Please remind participants that dogs are not allowed in Citizen Park/Miracles Park/ Lincoln Park Zoo.

**TOILETS:** Based on estimated attendance, you should have \_\_\_\_ number of portable toilets.

**NOISE:** Waiver of the noise ordinance was approved from \_\_\_\_\_ to \_\_\_\_\_.

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 5/1/2024

**EVENT NAME:** Gumby's Glow Run/Walk

**ORGANIZER:** Gumby's Club for a Cure - Candy Ruffolo

**E-MAIL ADDRESS:** [cruffolo@att.net](mailto:cruffolo@att.net)

**EVENT DATE:** 7/13/2024

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Walk/run beginning/ending at Meadow Lanes North. Route is same as years past; goes through Lincoln Park Zoo. This event benefits Gumby's, local families affected by cancer.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Granted

**COMMITTEE DECISION:**

APPROVE	DENY
Dan Koski /ch Courtney Hansen / ch Todd Blaser / ch Eric Nycz / ch	

**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.



Monday, April 29, 2024

## Special Event Application

### Approval Status

Not Started

## General Event Information

Event name	Gumby's Glow Run/Walk
Location	Manitowoc: beginning and ending at Meadow Lanes North
Date	Saturday, July 13, 2024
Event time	8:00 PM - 10:00 PM
Setup date & time	Friday, July 12, 2024 15:00
Takedown date & time	Saturday, July 13, 2024 22:30

## Applicant Information

Name of Applicant	Candy Ruffolo
Organization name	Gumby's Club for a Cure
Address	2012 Richmond Ave. Manitowoc , WI, 54220
Email	cruffolo@att.net
Phone number	(920) 323-7678
On-site contact name & phone number	Candy Ruffolo 920 323-7678
Security name & phone number	Craig Pautz 920-645-8779

## Event Details

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

### Event description

5K night time walk/run that benefits local families affected by cancer. This is our 7th year on the same route. Starts at Meadow Lanes North down Daisy Dr. to Ash St. across Reed Ave. (where we would like a police officer to help walks cross Reed Ave) to East Park St. then Reed Ave. past Lincoln Park Red Barn though Zoo (need gate open approximately 8:00pm-9:30pm) route then goes N. 8th to Reed and back to Meadow Lanes North.

**Estimated total attendance** 200  
**Estimated total attendance from outside Manitowoc** 50  
**Event website** gumbysclubforeacure.org

## Vendors & Money Exchange

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

## Route & Road Usage

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

**Road Crossing** East Reed Ave.  
**Where are cars parking?** Meadow Lanes North  
**Describe course markings and if this is a timed route** cones  
**Time of amplified sound** 8:00 PM - 9:30 PM  
**Amplified sound type** Speakers at Zoo

## Event Structures

### 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.

Police assistance for crossing at East Reed Ave. and Johnson Drive beginning at 8:00pm-9:30pm (or last participant).

## Equipment & Facility Requests

**Est. equipment cost per day** 0

### Equipment request notes

In the past, DPW provided No Parking Signs: approximately 12 metal signs and 24 that tie around trees/posts.

We also request zoo gates are opened from 8:00pm-9:30pm.

## 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

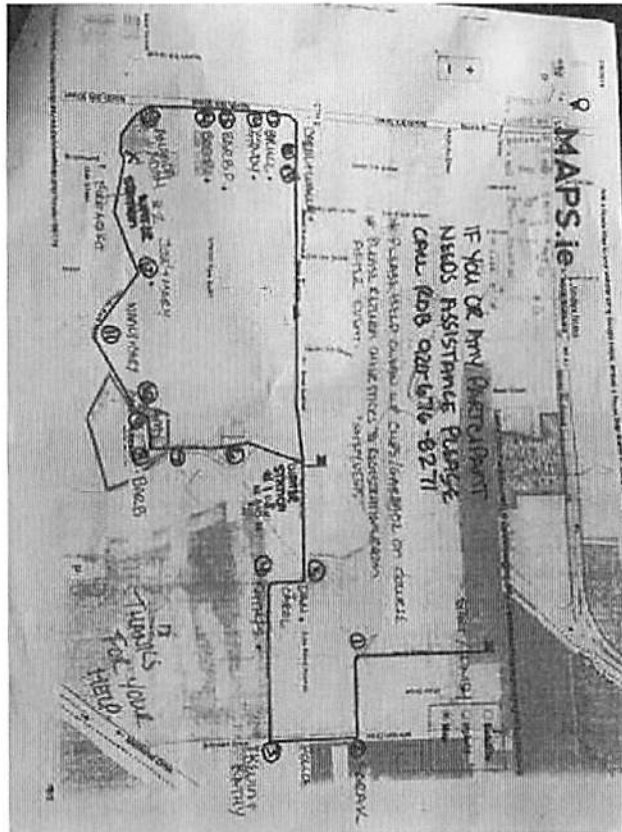
**Why should this Waiver of Fees be granted?**

Gumby's Fore a Cure is a 501(c)(3) organization supporting those inflicted by cancer in our local community. Documentation can be provided if necessary.

## 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**



**Questions and comments**

This is the same route/map submitted for all previous 6 years of this event. Thank you in advance for your support and assistance!

## **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.

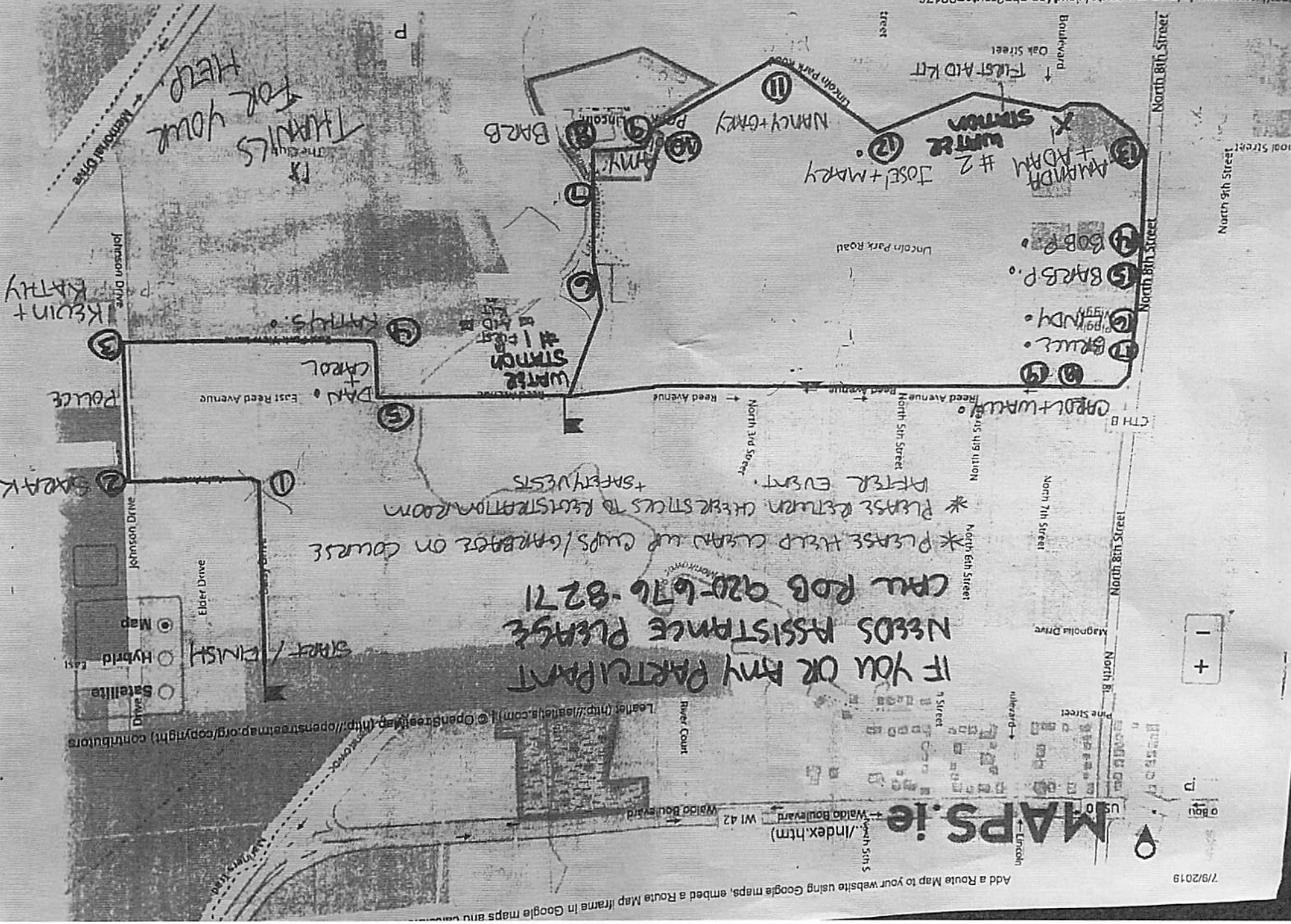
**Applicant date of birth**

Tuesday, December 27, 1960

**Sign**

Candy Ruffolo

MAPS.je  
[www.maps.je](http://www.maps.je)  
 Add a Route Map to your website using Google maps, embed a Route Map frame in Google maps and



**IF YOU OR ANY PARTICIPANT NEEDS ASSISTANCE PLEASE CALL ROB 920-676-8271**  
 \* PLEASE HELP CLEAN UP CUPS/GARBAGE ON COURSE  
 \* PLEASE RETURN CHECK STICKS TO RESTROOM ROOM AFTER EVENT.  
 North 6th Street

THANKS FOR YOUR HELP

- STAFF / FINISH
- Satellite
  - Hybrid
  - Map