

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/24/2024

EVENT NAME: Turkey Trot

ORGANIZER: Festival Foods - John Stiloski

E-MAIL ADDRESS: [jstiloski@festfoods.com](mailto:jstiloski@festfoods.com)

EVENT DATE: 11/28/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: A 5 mile run on Thanksgiving morning hosted at Red Arrow Park to raise funds for the Manitowoc Boys and Girls Club and YMCA

**COMMITTEE CONCERNS:**

approved - waive street and park equipment only

**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:**

Road closures of several roads nearby Red Arrow Park (see application)

**ITEMS TO INCLUDE IN LETTER:**



Thursday, January 18, 2024

## Special Event Application

Approval Status

Not Started

### General Event Information

Event name	Festival Foods Turkey Trot
Location	Red Arrow Park
Date	Thursday, November 28, 2024
Event time	7:00 AM - 11:30 AM
Setup date & time	Thursday, November 28, 2024 05:00
Takedown date & time	Thursday, November 28, 2024 11:30

### Applicant Information

Name of Applicant	John Stiloski
Organization name	Festival Foods Turkey Trot
Address	1734 Lawrence Dr Depere, WI, 54115
Email	jstiloski@festfoods.com
Phone number	(920) 621-6327
On-site contact name & phone number	Ty Lippert 920-629-1264

### Event Details

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

#### Event description

5 mile run and 2 mile fun run/walk starting and finishing in Red Arrow Park. All net proceeds from the event benefit the local Boys and Girls Club and YMCA.

Estimated total attendance	2000
Event website	manitowoc.festivalfoodsturkeytrot.com

## 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.

**Expected revenue** 40000

**Revenue will be used for** Manitowoc Boys and Girls Club and YMCA

## Route & Road Usage

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

### Road Closure

See attached

**Road Crossing** See attached

**Where are cars parking?** Lincoln High school parking lots and surrounding streets

**Describe course markings and if this is a timed route** Yard signs and Banners. The 5 mile run is timed.

**Time of amplified sound** 7:00 AM - 10:00 AM

**Amplified sound type** Music/MC

## Event Structures

**Select all that apply**  Animals  Portable restrooms  Tent(s)

## 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.

10 Manitowoc City Police officers at select intersections on 11/28/2024 from 7:30am to approximately 9:30am

## Equipment & Facility Requests

Traffic control

Barricades 2'

Barricades 3'  $\frac{12}{\$7}$

Barricades 8'  $\frac{5}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28" 200  
**\$5.50**

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

**Est. equipment cost per day** 2324

### Equipment request notes

100 "No Parking" signs posted by MTPD in the past

## 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?

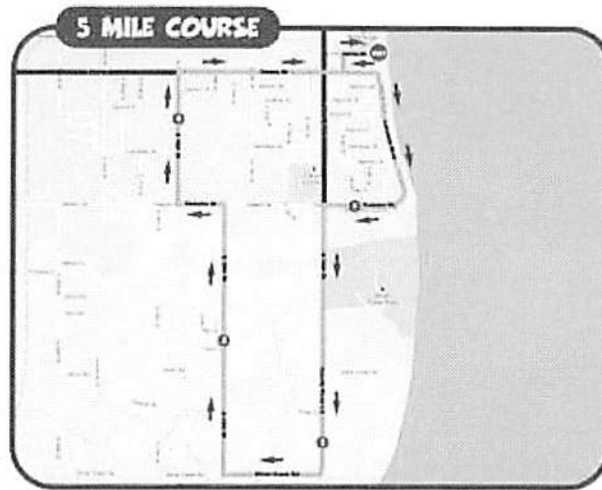
The Festival Foods Turkey Trot is a non profit organization and all proceeds go to the Manitowoc Boys and Girls Club and the Manitowoc YMCA.

## 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





Road Closures\_Interruptions ... .pdf

## 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**

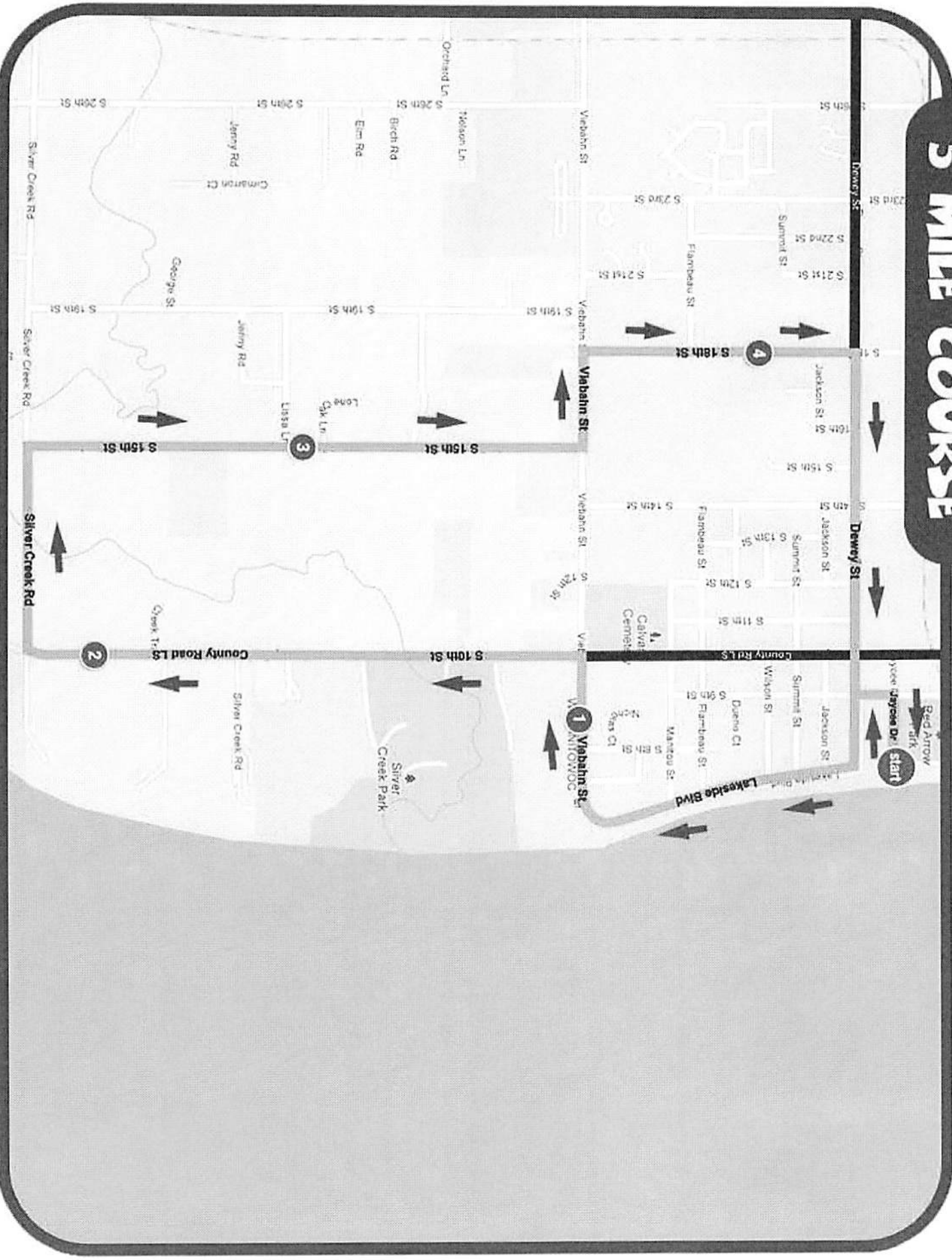
Thursday, June 10, 1976

**Sign**

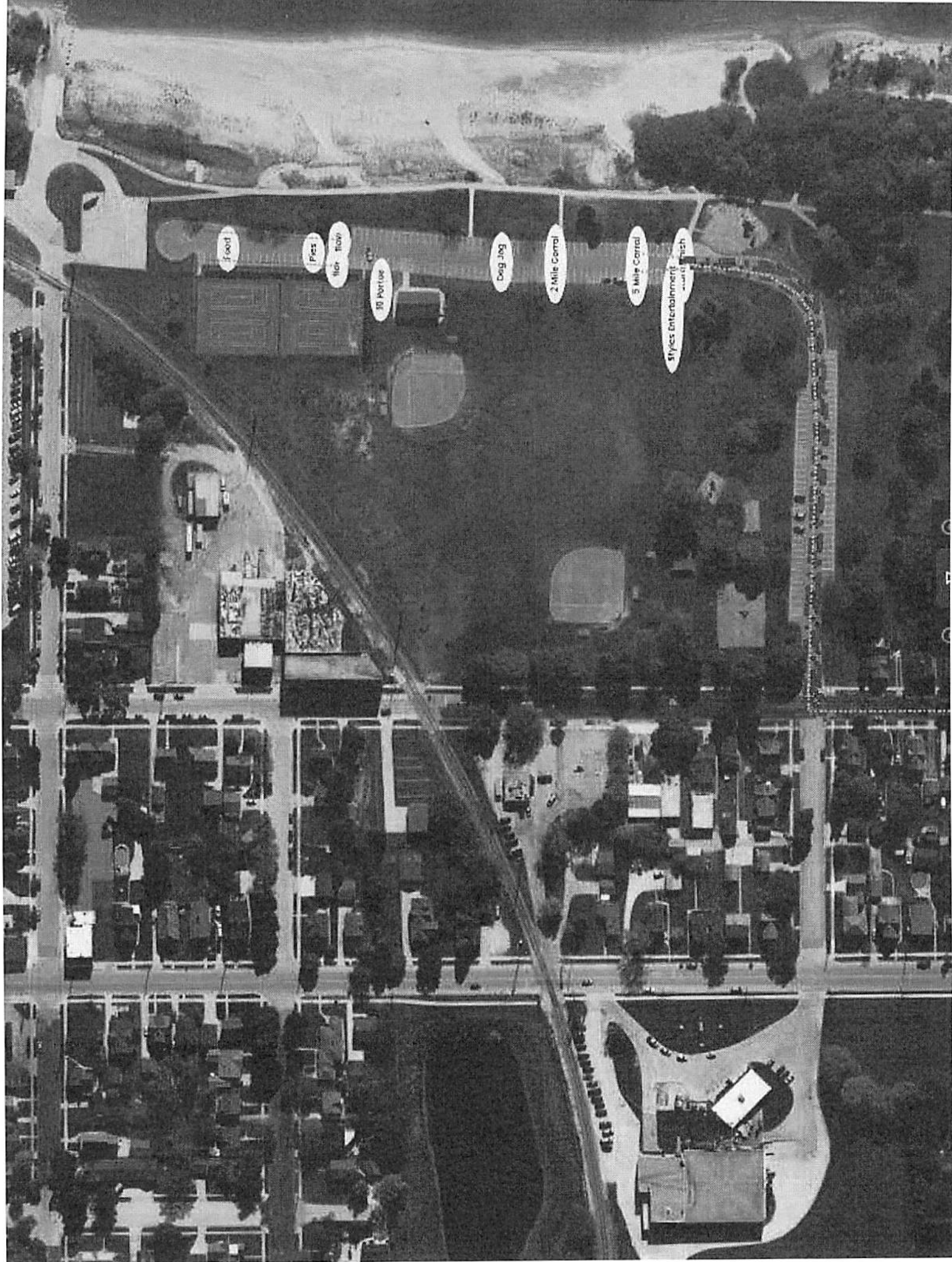
John Stiloski

<b>STREET</b>	<b>RUNNER PRESENCE</b>	<b>SECTION</b>	<b>RUNNER TIME ON ROAD</b>
Jaycee Drive	Start/Finish	Inside Red Arrow Park	5:00 am - 9:45 am
S 9th Street	Full Road Width	Jaycee Drive to Summit Street	7:45 am - 9:45 am
Dewey Street	Full Road Width	S 18th Street to Lakeside Boulevard	8:00 am - 9:45 am
Lakeside Boulevard	Full Road Width	Dewey Street to Viebahn Street	8:00 am - 8:30 am
Viebahn Street	Full Road Width	S 10th street to Lakeside Boulevard	8:00 am - 8:40 am
Viebahn Street	Full Road Width	S18th Street to S 15th Street	8:15 am - 9:00 am
s 10th Street/County Road	Full Road Width	Viebahn Street to Silver Creek Road	8:00 am - 8:40 am
Silver Creek Road	Full Road Width	S15th Street to County Road LS	8:10 am - 8:50 am
S 15th Street	Full Road Width	Viebahn Street to Silver Creek Road	8:15 am - 9:00 am
S 18th Street	Full Road Width	Dewey Street to Viebahn Street	8:20 am - 9:20 am
S 8th Street	Full Road Width	Manitou Street to Viebahn Street	8:15 am - 8:40 am
Manitou Street	Full Road Width	S 11th Street to S 8th Street	8:15 am - 8:50 am
S 11th Street	Full Road Width	Summit Street To Manitou Street	8:20 am - 9:00 am
Summit Street	Full Road Width	S 11th Street to S 9th Street	8:20 am - 9:00 am

# 5 MILE COURSE







Foot

Pies

Kick Flay

30 Karting

Dog Jog

2 Mile Corral

3 Mile Corral

Styces Entertainment