

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/12/2023

EVENT NAME: Special Event - Gumby's Glow Run/Walk

ORGANIZER: Gumby's Club Fore a Cure - Rob Roseff

E-MAIL ADDRESS: robroseff@sbcglobal.net

EVENT DATE: 7/8/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Walk/run starting at Meadow Lanes North and going to Lincoln Park. This will be the same route as the last 7 years. The walk is from 8pm to 10pm and proceeds benefit Gumby's Club. A police officer is requested to assist with crossing Reed Ave and Johnson Dr intersection.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

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

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.



City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Lakeshore Charities dba Gumbys Club For a Cure
 Name of Applicant Rob Roseff
 Street Address 2102 Richmond Ave.
 Mailing Address _____
 (if different)
 City, State, Zip Manitowoc WI 54220
 Primary Phone 920 6768271
 Cell Phone Same
 Email robroseff@sbcglobal.net
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Rob Roseff
 On-Site Cell Phone # 920 6768271
 On-Site Security Contact Name _____
 On-Site Security Contact Phone # _____

RACE Coordinator
 Candy Ruffalo 9203237678

EVENT INFORMATION

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

Missing Map/Drawing



5K Night time WALK/Run that benefits local families affected by cancer. This is our 7th Year on same route. Starts at Meadow Lanes North, down Daisy Dr. to Ash St., cross Reed Ave. where we would like a police officer to assist crossing Reed Ave. to East Park St. then Reed Ave past Lincoln Park Red BARN, through Zoo, need gate open 8pm until 9:30am. Route then goes N8th to Reed and finishes Meadow Lanes North.

Event Name Gumbys Glow Run/WALK

Public Event YES NO

Location See Above info.

Estimated Total Attendance 200

Estimated Attendance 50
from outside City of Manitowoc

Staging Area Meadow Lanes North

Event Website gumbysclubforacure.org

Event Date(s) July 8 2023

Event Start Time 8pm AM PM

Event End Time 10pm AM PM

Setup Date(s) July 7

Setup Start Time 3 AM PM

Teardown Date(s) 7/8

Teardown End Time 10:30 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

APR 11 2023

CITY OF MANITOWOC
ENGINEERS

FACILITY REQUESTS

- Facility Location _____
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements _____
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

ROUTE

Route map must be submitted with application

- Road Closure
Describe location(s)
+ time(s)
- Timed Route
- Road Crossing EAST Reed Ave.
Describe where +
if assistance needed
- Course Marking Cones
Describe type
- Sidewalk WALKERS AND Runners
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 # _____

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 _____

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # 2

SOUND

- Amplified Sound
- Start Time 8 AM PM
- End Time 9:30 AM PM
- Type of Sound DJ'S on the route
1 on Reed Ave.
1 Lincoln Park by ball DIAMOND

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 7/7 TIME 1 AM PM LOCATION _____
PICKUP DATE 7/7 TIME 1 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 _____

NO PARKING Signs DPA Always provides approx. 12 metal signs and 24 that tie around trees and posts.

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 _____

VEHICLES

Parking must be included on site map

Expected number of vehicles _____

Where do you plan to park vehicles All parking will be at Meadow Lanes North

Are there any special parking considerations _____
(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 1 officer to help assist participants cross Reed Ave. as in the past.

Date/Time 7/8/2023 8pm-10pm

Location E Reed Ave AND Johnson Drive intersection

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?

Will need zoo gates unlocked from 8pm-9:30pm as in the past.

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 4/23/1961

Signature of Applicant: Rob K. Roseff Date: _____

E-MAIL

PRINT

