

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/8/2023

EVENT NAME: Special Event - Walk to End Alzheimer's

ORGANIZER: Alzheimer's and Dementia Conversations - CJ Werley

E-MAIL ADDRESS: cjwerley@alz.org

EVENT DATE: 9/9/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: 2 mile run/walk event based in the YMCA lot doing an out and back route on Mariner's Trail.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Jason Frieboth /ec Courtney Hansen /ec Eric Nycz /ec Brock Wetenkamp /ec Shawn Alfred /ec Jason Russ /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

The request for staging and an officer is unable to be accommodated.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Alzheimer's and Dementia Conversations*

Name of Applicant CJ Werley

Street Address 2820 Walton Commons Ln

Mailing Address Suite 132
(If different)

City, State, Zip Madison, WI 53718

Primary Phone 608.338.8015

Cell Phone 608.338.8015

Email cjwerley@alz.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact CJ Werley

On-Site Cell Phone # 608.338.8015

On-Site Security Contact Name TBD

On-Site Security Contact Phone # TBD

EVENT INFORMATION

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

Missing Map/Drawing

Check box to Attach Required Map/Drawing

The Alzheimer's Association Walk to End Alzheimer's is scheduled for Saturday, September 9. The event site (registration, vendor booths, opening ceremony, start/finish line) occurs in the parking lot behind the Manitowoc - Two Rivers YMCA. The Walk route is a two-mile out (north) and back (south) on the Mariner's Trail. We anticipate approximately 250 participants.

Event Name 2023 Walk to End Alzheimer's - Manitowoc County, WI

Public Event YES NO

Location Manitowoc - Two Rivers YMCA
205 Maritime Dr.
Manitowoc, WI 54220

Estimated Total Attendance 250

Estimated Attendance Very few outside attendees.
from outside City of Manitowoc

Staging Area Parking lot behind the Manitowoc - Two Rivers YMCA

Event Website https://act.alz.org/site/TR/Walk2023/WI-Wisconsin?

Event Date(s) Saturday, September 9

Event Start Time 8:30 AM PM

Event End Time 11:00 AM PM

Setup Date(s) Saturday, September 9

Setup Start Time 5:00 AM PM

Teardown Date(s) Saturday, September 9

Teardown End Time 12:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

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
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 # _____

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 # _____

SOUND

- Amplified Sound
- Start Time _____ AM PM
- End Time _____ AM PM
- Type of Sound _____

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 _____

PRINT

E-MAIL

Signature of Applicant:

Date of birth of applicant 02 / 19 / 1977

Date: 2/27/2023

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.

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.

LEGAL NOTICE

Do you have any questions/comments/additional requests?

Please attach any additional information which you feel will assist the Committee in evaluating your request.

ADDITIONAL QUESTIONS

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)

Location Manitowoc - Two Rivers YMCA parking lot

Date/Time Saturday, September 9 from 8:30 - 11:00 AM

Describe One officer for event security.

Do you need assistance from: Police Dept Fire Dept/Ambulance

SAFETY & SECURITY
The City requires security based on attendance

Are there any special parking considerations (VIP, ADA, Security, Emergency Vehicles, etc) No

Where do you plan to park vehicles In the YMCA parking lot

Expected number of vehicles 150

VEHICLES
Parking must be included on site map