

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/16/2023

EVENT NAME: Turkey Trot

ORGANIZER: Festival Foods - John Stiloski

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

EVENT DATE: 11/23/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: The Turkey Trot is a fundraiser for YMCA and the Boys and Girls club hosted by Festival Foods. This event will be ran the same as years past at Red Arrow Park.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Eric Nycz /ec Dan Koski /ec Shawn Alfred /ec	

COUNCIL ACTION REQUIRED:

Approval of Road Closure for route: using parts of Jaycee Dr, Lakeside Blvd, Viebahn, S 10th, Silver Creek Rd, S 15th St, S 18th St, Dewey St, S 9th, Manitou St, and S 8th. Waiver of Sound Ordinance from 7am-8am at Red Arrow Park

ITEMS TO INCLUDE IN LETTER:



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION



Download the PDF Special Event Application to your computer or network drive, open with Adobe Reader and fill in. We do not recommend using any web browser to open the form as most have issues with fillable PDF Forms. If you do not have Adobe Reader installed on your computer, you may download the latest version free of charge: <http://get.adobe.com/reader/otherversions>

### APPLICANT INFORMATION

Business/Org Name Festival Foods Turkey Trot  
Name of Applicant John Stiloski  
Street Address 1734 Lawrence Dr.  
Mailing Address \_\_\_\_\_  
(If different)  
City, State, Zip Depere, WI 54115  
Primary Phone 920-621-6327  
Cell Phone \_\_\_\_\_  
Email jstiloski@festfoods.com  
Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On-Site Contact Jill Meyer-Lippert  
On-Site Cell Phone # 920-629-1263  
On-Site Security Contact Name Ty Lippert  
On-Site Security Contact Phone # 920-629-1264

### EVENT INFORMATION

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

DOCUMENTS ATTACHED

JFK Fieldhouse-Packet pick up and registration  
Red Arrow Park-Start and Finish of event

Event Name Festival Foods Turkey Trot

Public Event YES  NO

Location Red Arrow Park and surrounding streets

Estimated Total Attendance 2000

Staging Area Red Arrow Park

Estimated Attendance \_\_\_\_\_  
from outside City of Manitowoc

Event Website festivalfoodsturkeytrot.com

Event Date(s) 11/23/2023

Event Start Time 8:00 AM  PM

Event End Time 10:00 AM  PM

Setup Date(s) 11/23/2023

Setup Start Time 5:00 AM  PM

Teardown Date(s) 11/23/2023

Teardown End Time 11:30 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

**FACILITY REQUESTS**

- Facility Location Red Arrow Park-Parking Lot Only
- Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_
- Athletic Field(s) Request \_\_\_\_\_
- Special Power Requirements \_\_\_\_\_
- Special Lighting \_\_\_\_\_  
(ex. ball diamonds)
- ADA Accommodations \_\_\_\_\_

**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 \$45,000

Revenue to be used for Cost/Proceeds to local charities

**ROUTE**

Route map must be submitted with application

- Road Closure Describe location(s)  
+ time(s) See Attached
- Timed Route
- Road Crossing Describe where +  
if assistance needed See Attached
- Course Marking Describe type Yard signs and banners
- Sidewalk Describe usage

**EVENT STRUCTURES**

Site map must be submitted with application

- Staking Structures into Ground (greater than 6")
- Fencing
- Bounce House # \_\_\_\_\_
- Portable Restrooms # 15
- Signs/Banners # \_\_\_\_\_
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # 2 Size 20 x 20
- Other # 30+ Describe Turn signs

**EVENT FEATURES**

- Animals # 200 Type Dogs on leash
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

**SOUND**

- Amplified Sound
- Start Time 7:00 AM  PM
- End Time 10:00 AM  PM
- Type of Sound Music/MC

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

DELIVERY DATE 11/23/2023 TIME 5:00 AM  PM  LOCATION 5 mile and 2 Mile Courses  
PICKUP DATE 11/24/2023 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' 12
- Barricades – 8' 5
- Barricades – 12' rail-type \_\_\_\_\_
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" \_\_\_\_\_
- Cones – 28" reflective 200
- 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 \_\_\_\_\_
  - Turn signs \_\_\_\_\_ 8
  - No Parking \_\_\_\_\_ 100

**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 400

Where do you plan to park vehicles Lincoln High School parking lot and surrounding streets

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 8-10 officers from MTPD for traffic control

Date/Time 11/23/2023

Location 5 and 2 Mile Courses

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?

Request to have any equipment fees waived as they have been in the past due to the non-profit nature of the event. Proceeds benefit the local YMCA and Boys and Girls Club.

**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.

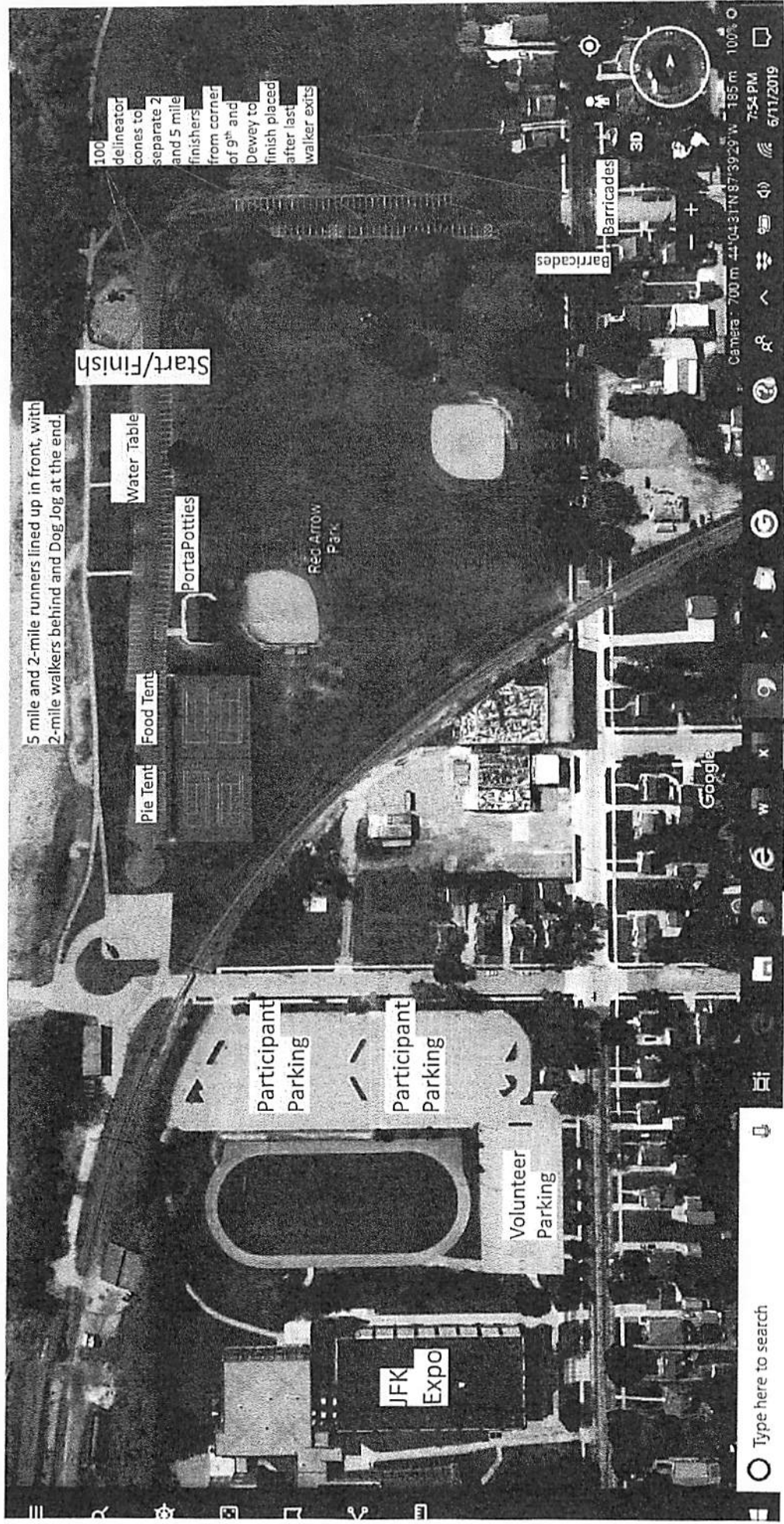
Date of birth of applicant 06 / 10 / 1976

Signature of Applicant: John Stiloski Date: 08/09/2023

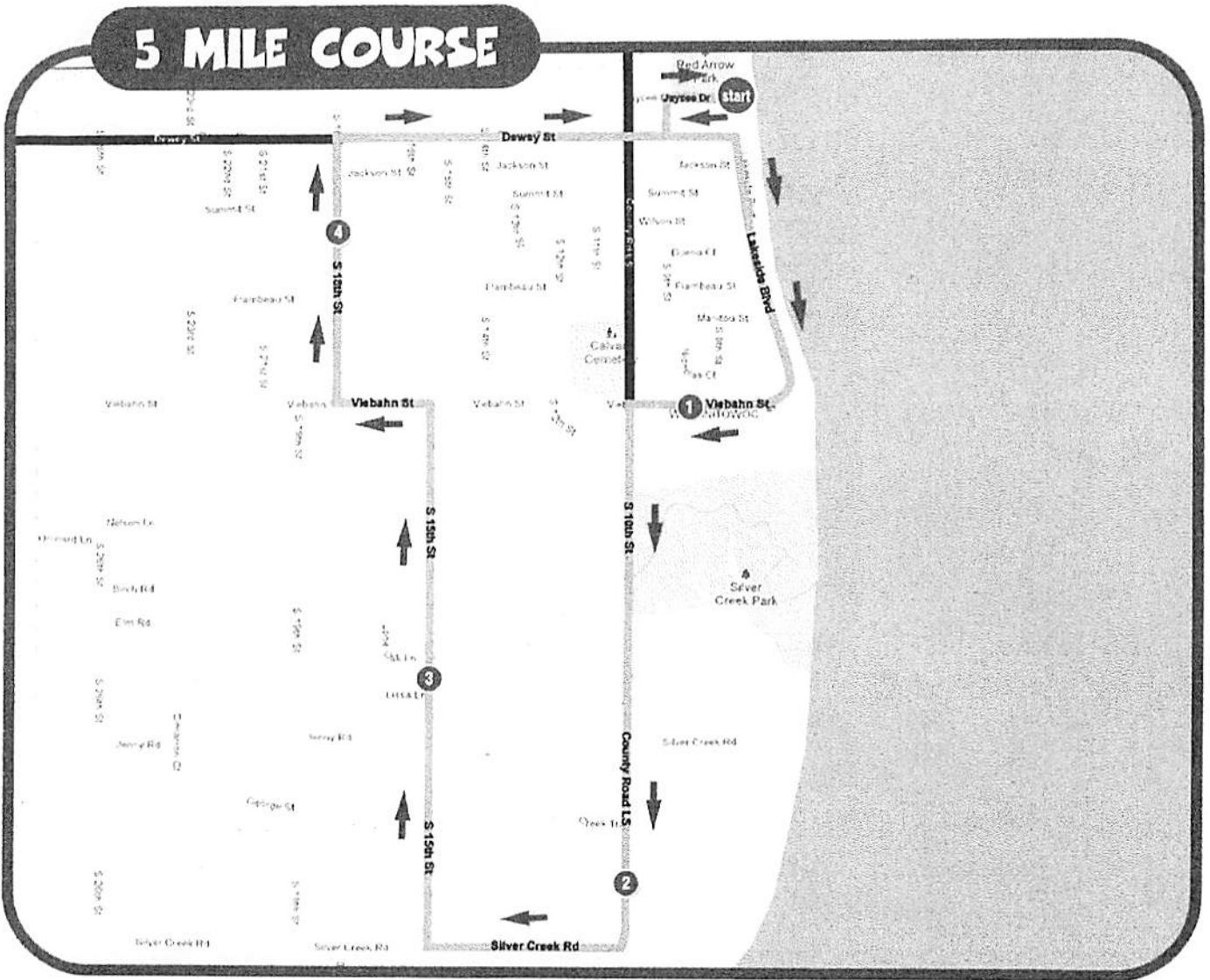
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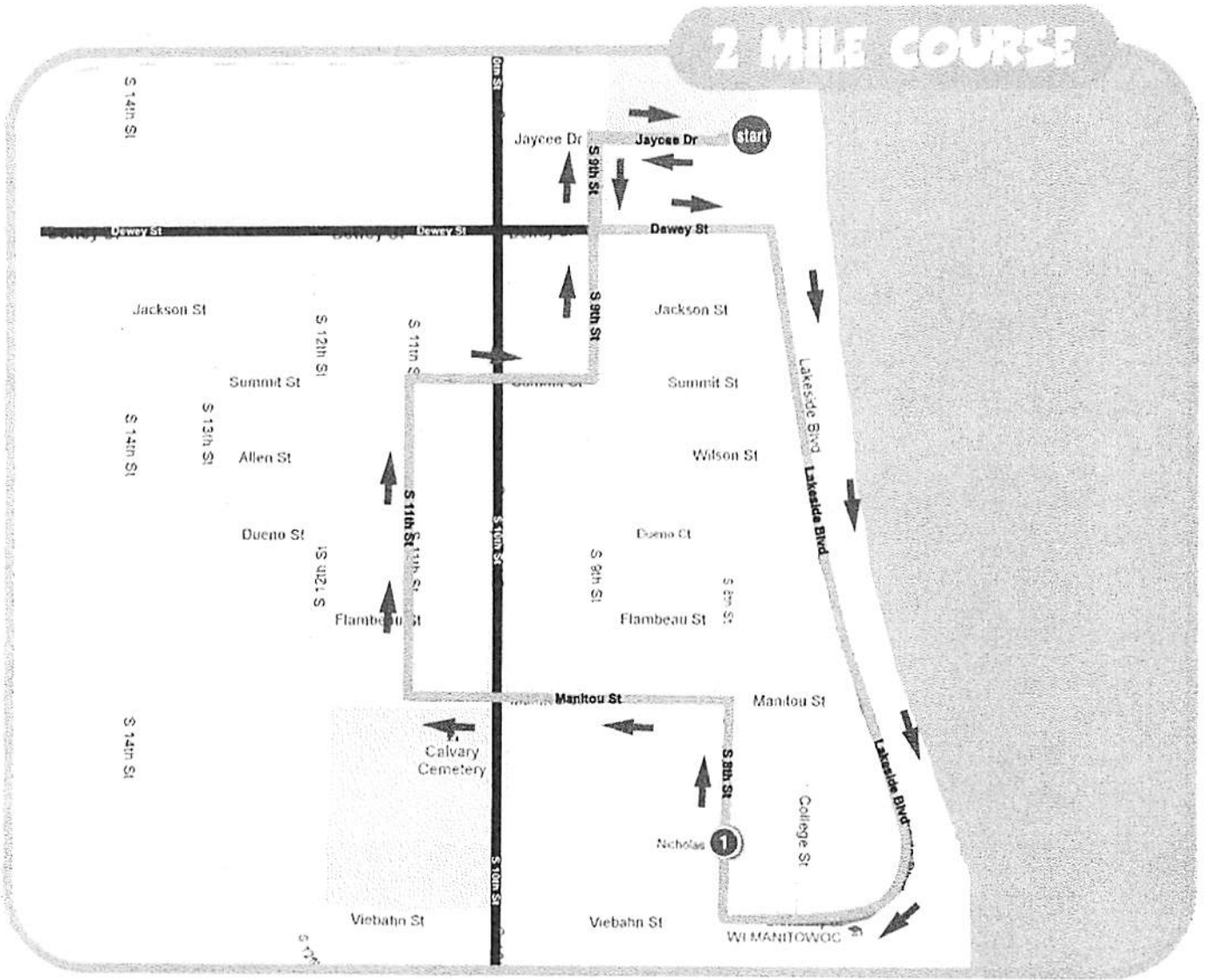
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# 5 MILE COURSE



# 2 MILE COURSE





# 2023 FESTIVAL FOODS TURKEY TROT PLANNED ROAD INTERRUPTIONS

STREET	RUNNER PRESENCE	SECTION	RUNNER TIME ON ROAD
Jaycee Drive	Start/Finish	Inside Red Arrow Park	5:00 am - 8:30 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
S. 10th Street / County Road LS	Full road width	S. 18th Street to S. 15th Street	8:15 am - 9:00 am
Silver Creek Road	Full road width	Viebahn Street to Silver Creek Road	8:00 am - 8:40 am
S. 15th Street	Full road width	S. 15th to County Road LS	8:10 am - 8:50 am
S. 18th Street	Full road width	Viebahn Street to Silver Creek Road	8:15 am - 9:00 am
S. 8th Street	Full road width	Dewey Street to Viebahn Street	8:20 am - 9:20 am
Manitou Street	Full road width	Manitou Street to Viebahn Street	8:15 am - 8:40 am
S. 11th Street	Full road width	S. 11th Street to S. 8th Street	8:14 am - 8:50 am
Summit Street	Full road width	Summit Street to Manitou Street	8:20 am - 9:00 am
	Full road width	S. 11th Street to S. 9th Street	8:20 am - 9:00 am

# 2023 FESTIVAL FOODS TURKEY TROT (MANITOWOC) COURSE TIMELINE - 5 MILE RUN ROUTE

ROUTE	CROSS ROAD	DIRECTION OF RUNNERS	CUMULATIVE MILEAGE	PROJECTED PACE (MIN/MILE)			SHIFT DURATION (HRS:MIN)	STAFFING OFFICERS AND VOLUNTEERS
				FASTEST 05:30	AVERAGE 10:00	SLOWEST 17:00		
				EARLIEST ARRIVAL	MIDDLE OF PACK	LATEST DEPARTURE		
Start (Red Arrow Park)	Jaycee Drive	West	0.00	8:00 AM	8:03 AM	8:05 AM	0:05	
Jaycee Drive	S. 9th Street	Left	0.12	8:00 AM	8:04 AM	8:07 AM	0:06	2 volunteers
Dewey Street	Dewey Street	Left	0.19	8:01 AM	8:04 AM	8:08 AM	0:07	2 volunteers
Lakeside Boulevard	Lakeside Boulevard	Right	0.32	8:01 AM	8:06 AM	8:10 AM	0:08	2 volunteers
Lakeside Boulevard	Jackson Street	Straight	0.38	8:02 AM	8:06 AM	8:11 AM	0:09	1 volunteer
Lakeside Boulevard	Summit Street	Straight	0.43	8:02 AM	8:07 AM	8:12 AM	0:09	1 volunteer
Lakeside Boulevard	Wilson Street	Straight	0.48	8:02 AM	8:07 AM	8:13 AM	0:10	1 volunteer
Lakeside Boulevard	Flambeau Street	Straight	0.60	8:03 AM	8:09 AM	8:15 AM	0:11	1 volunteer
Lakeside Boulevard	Manitou Street	Straight	0.67	8:03 AM	8:09 AM	8:16 AM	0:12	1 volunteer
Lakeside Boulevard	Viebahn Street	Curve Right	0.84	8:04 AM	8:11 AM	8:19 AM	0:14	1 volunteer
Viebahn Street	College Street	Straight	0.89	8:04 AM	8:11 AM	8:20 AM	0:15	1 volunteer
Viebahn Street	S. 8th Street	Straight	0.95	8:04 AM	8:12 AM	8:21 AM	0:15	2 volunteers
County Road LS	County Road LS	Left	1.12	8:05 AM	8:14 AM	8:24 AM	0:17	2 vol. + officer
County Road LS	Silver Creek Park	Straight	1.36	8:06 AM	8:16 AM	8:28 AM	0:20	1 vol + officer
Silver Creek Road	Silver Creek Road	Right	2.13	8:11 AM	8:24 AM	8:41 AM	0:29	2 volunteers
S. 15th Street	S. 15th Street	Right	2.50	8:13 AM	8:28 AM	8:47 AM	0:33	1 vol. + officer
S. 15th Street	Lissa Lane	Straight	2.97	8:16 AM	8:32 AM	8:55 AM	0:39	1 volunteer
S. 15th Street	Loan Oak Lane	Straight	3.04	8:16 AM	8:33 AM	8:56 AM	0:39	1 volunteer
Viebahn Street	Viebahn Street	Straight	3.51	8:19 AM	8:38 AM	9:04 AM	0:45	1 vol + officer
S. 18th Street	S. 18th Street	Right	3.68	8:20 AM	8:39 AM	9:07 AM	0:47	1 vol. + officer
S. 18th Street	Flambeau Street	Straight	3.88	8:21 AM	8:41 AM	9:10 AM	0:49	2 volunteers
S. 18th Street	Jackson Street	Straight	4.11	8:22 AM	8:44 AM	9:14 AM	0:52	2 volunteers
Dewey Street	Dewey Street	Right	4.18	8:22 AM	8:44 AM	9:16 AM	0:53	1 + officer
Dewey Street	S. 16th Street	Straight	4.32	8:23 AM	8:46 AM	9:18 AM	0:54	1 vol + officer
Dewey Street	S. 15th Street	Straight	4.39	8:24 AM	8:46 AM	9:19 AM	0:55	2 volunteers
Dewey Street	S. 14th Street	Straight	4.46	8:24 AM	8:47 AM	9:20 AM	0:56	1 vol. + officer
Dewey Street	S. 12th Street	Straight	4.60	8:25 AM	8:49 AM	9:23 AM	0:57	2 volunteers
Dewey Street	S. 11th Street	Straight	4.67	8:25 AM	8:49 AM	9:24 AM	0:58	2 volunteers
Dewey Street	S. 10th Street	Straight	4.73	8:26 AM	8:50 AM	9:25 AM	0:59	1 vol +2 officers
Dewey Street	S. 9th Street	Left	4.80	8:26 AM	8:51 AM	9:26 AM	1:00	2 volunteers
Jaycee Drive (Red Arrow Park)	Jaycee Drive (Park)	Right	4.88	8:26 AM	8:51 AM	9:27 AM	1:01	1 vol.
S. 9th Street	StarFinish	Straight	5.00	8:27 AM	8:53 AM	9:30 AM	1:02	officer leading

# 2023 FESTIVAL FOODS TURKEY TROT (MANITOWOC) COURSE TIMELINE - 2 MILE WALK ROUTE

ROUTE	CROSS ROAD	DIRECTION OF RUNNERS	CUMULATIVE MILEAGE	PROJECTED PACE (MIN/MILE)			LATEST DEPARTURE	SHIFT DURATION (HRS-MINS)	STAFFING OFFICERS AND VOLUNTEERS
				FASTEST	AVERAGE	SLOWEST			
				07:50	12:00	25:00			
Start (Red Arrow Park)	Jaycee Drive	West	0.00	8:10 AM	8:15 AM	8:18 AM	0:05	4 Vol.+officer	
Jaycee Drive	S. 9th Street	Left	0.12	8:10 AM	8:14 AM	8:18 AM	0:07	0:00	
Dewey Street	Dewey Street	Left	0.19	8:11 AM	8:15 AM	8:19 AM	0:08	0:00	
Lakeside Boulevard	Lakeside Boulevard	Right	0.32	8:12 AM	8:16 AM	8:23 AM	0:10	2+officer	
Lakeside Boulevard	Lakeside Boulevard	Straight	0.38	8:12 AM	8:17 AM	8:24 AM	0:11	1 vol	
Lakeside Boulevard	Summit Street	Straight	0.43	8:13 AM	8:18 AM	8:25 AM	0:12	1 vol	
Lakeside Boulevard	Wilson Street	Straight	0.48	8:13 AM	8:18 AM	8:27 AM	0:13	1 vol	
Lakeside Boulevard	Flambeau Street	Straight	0.60	8:14 AM	8:18 AM	8:30 AM	0:15	1 vol	
Lakeside Boulevard	Manitou Street	Straight	0.67	8:14 AM	8:21 AM	8:31 AM	0:17	1 vol	
Viebahn Street	Viebahn Street	Curve Right	0.84	8:15 AM	8:23 AM	8:36 AM	0:20	1 vol	
Viebahn Street	College Street	Straight	0.89	8:16 AM	8:23 AM	8:37 AM	0:21	1 vol	
S. 8th Street	S. 8th Street	Right	0.95	8:16 AM	8:24 AM	8:38 AM	0:22	2 vol	
S. 8th Street	Nicholas Court	Straight	1.00	8:17 AM	8:25 AM	8:40 AM	0:23	1 vol	
Manitou Street	College Street	Straight	1.05	8:17 AM	8:25 AM	8:41 AM	0:23	1 vol	
Manitou Street	Manitou Street	Left	1.11	8:17 AM	8:26 AM	8:42 AM	0:24	1 vol	
Manitou Street	S. 9th Street	Straight	1.21	8:18 AM	8:27 AM	8:45 AM	0:26	1 vol	
Manitou Street	S. 10th Street	Straight	1.28	8:18 AM	8:28 AM	8:47 AM	0:28	1 vol	
S. 11th Street	S. 11th Street	Right	1.34	8:19 AM	8:29 AM	8:48 AM	0:29	1 vol	
S. 11th Street	Flambeau Street	Straight	1.39	8:19 AM	8:29 AM	8:49 AM	0:30	1 vol	
Summit Street	Summit Street	Right	1.56	8:20 AM	8:31 AM	8:54 AM	0:33	1 vol	
Summit Street	S. 10th Street	Straight	1.63	8:21 AM	8:32 AM	8:55 AM	0:34	1 vol	
S. 9th Street	S. 9th Street	Left	1.70	8:21 AM	8:33 AM	8:57 AM	0:35	1 vol	
S. 9th Street	Jackson Street	Straight	1.76	8:22 AM	8:34 AM	8:59 AM	0:36	1 vol	
S. 9th Street	Dewey Street	Straight	1.81	8:22 AM	8:34 AM	9:00 AM	0:37	1 vol	
Jaycee Drive (Red Arrow Park)	Jaycee Drive (Park)	Right	1.88	8:23 AM	8:35 AM	9:02 AM	0:38	1 vol	
Jaycee Drive (Red Arrow Park)	Finish	Straight	2.00	8:24 AM	8:37 AM	9:05 AM	0:41	1 vol	