

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/25/2025

EVENT NAME: Gumby's Glow Run

ORGANIZER: Gumby's Club For a Cure - Candy Ruffolo

E-MAIL ADDRESS: cruffolo@att.net

EVENT DATE: 7/12/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: 5k Walk/Run that benefits local families affected by cancer. Starting at Meadow Lanes North.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Todd Blaser /ec Dan Koski /ec Eric Nycz /ec Matt Wallander /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee.
Please pay the \$100 late application fee at the City of Manitowoc, 900 Quay St, Manitowoc, WI 54220



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

June 25, 2025

Gumby's Club For a Cure
Attn: Candy Ruffolo
2102 Richmond Ave
Manitowoc, WI 54220

RE: Gumby's Glow Run/Walk – 7/12/2025

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on **June 25, 2025**, the Special Events Committee approved your request to hold **Gumby's Glow Run/Walk on July 12, 2025**. 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 for a digital copy of the City of Manitowoc logo. Please refer to the Special Events Guidebook at www.manitowoc.org/specialevent for nonrefundable fees related to equipment order changes, event cancellations, and rules for the event location.

Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee. Please pay the \$100 late application fee at the City of Manitowoc, 900 Quay Street, Manitowoc, WI 54220.

If you have any questions, please contact me at (920) 686-6950 or via email at 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 3rd 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. For concerns with facilities or equipment outside of business hours, please call 920-323-0850.

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 _____.



DATE	INVOICE NO
6/25/2025	0560719

BILL TO
GUMBY'S CLUB FOR A CURE CANDY RUFFOLO 2102 RICHMOND AVE MANITOWOC, WI 54220

DUE DATE
7/25/2025

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS OUTSTANDING BALANCE						0.00
TOURISM - SPECIAL EVENT LATE APPLICATION FEE:						
SPECIAL EVENT LATE APPLICATION	1.00	100.00	100.00	0.00	0.00	100.00
INVOICE TOTAL:			100.00	0.00	0.00	100.00

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (920) 686-6960

Customer Name: GUMBY'S CLUB FOR A CURE
Customer No: 056449
Account No: 0005972

DUE DATE	INVOICE NO
7/25/2025	0560719



Please remit payment by the due date to:

City of Manitowoc
900 Quay St.
Manitowoc, WI 54220-4543

Invoice Total: 100.00
Discounts: 0.00
Credit Applied: 0.00
Ending Balance: 100.00

INVOICE BALANCE: \$100.00
AMOUNT PAID: _____



General Event Information

Event name	Gumby's Glow Run/Walk
Location	Manitowoc: beginning and ending at Meadow Lanes North
Date	Saturday, July 12, 2025
Event time	8:00 PM - 10:00 PM
Setup start time	Friday, July 11, 2025 15:00
Takedown end time	Saturday, July 12, 2025 22:30

Applicant Information

Name of Applicant	Candy Ruffolo
Organization Name	Gumby's Club for a Cure
Address	2102 Richmond Ave Manitowoc, WI, 54220
Email	cruffolo@att.net
Phone number	(920) 323-7678
On-site contact & phone number	920-323-7678
Security name & phone number	Craig Pautz 920-645-8779

Event description

5K night time walk/run that benefits local families affected by cancer. This is our 9th year on the same route. We will start at Meadow Lanes North down Daisy Dr. to Ash St. to Johnson Dr. We then cross Reed Ave where we would like a police officer to help participants cross Reed safely. Participants will continue to East Park St. then back to Reed Ave past Lincoln Park Red Barn through zoo. We will need the zoo gate open at approximately 8:00pm until 9:30pm. Route then goes to N. 8th to Reed and back to Meadow Lanes North.

Estimated total attendance	200
Est. attendance from outside Manitowoc	50

Event Features

Select all that apply to the event

Collecting monetary donations

Charging admission or registration

Accepting credit card sales/transactions

Expected revenue

4000

Revenue will be used for

Donations to families dealing with cancer in our community.

Route & Road Usage

Road Closure

No closure but we do request an officer to help participants cross Reed Ave at the corner of Reed and Johnson Dr.

Road Crossing

East Reed Ave.

Where are cars parking?

Meadow Lanes North

Describe course markings and if this is a timed route

Volunteers will be located at each change of direction along the route. We will also place cones along Daisy and Ash and near Piggly Wiggly.

Time of amplified sound

8:00 PM - 9:30 PM

Amplified sound type

Speakers at Zoo

Event Structures

Safety & Security

Describe any assistance needed from the Police Dept. and/or Fire Dept.

We are requesting an officer to help participants cross Reed Ave at the corner of Reed and Johnson Dr.

Equipment & Facility Requests

Park and/or Athletic Field Request

Lincoln Park Zoo

Do you need power or lighting?

No

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28" $\frac{50}{\$5.50}$

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Estimated cost per day 275

Equipment will be dropped off at the discretion of DPI. Equipment request notes:

We are also requesting "No Parking" signs; in the past, DPW provided approximately 12 metal signs and 24 that tie around trees/posts.

We also request, as for past years, the Zoo gates be unlocked from 8:00-9:30pm.

Lastly, we request the cones and no parking signs to be delivered to the back parking lot of Meadow Lanes North.

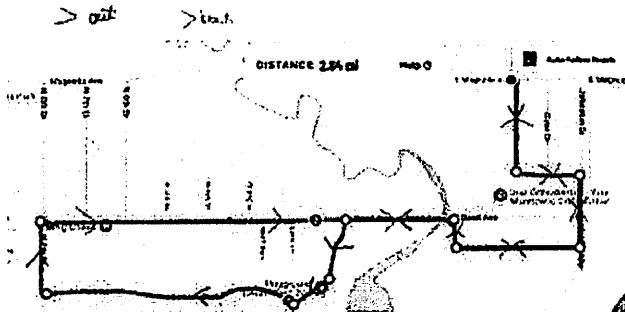
Waiver of Fees

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? All of the money for this event gets donated back to our community for families impacted by cancer.

Map

Upload map and supporting documents



Questions and comments Thank you for your assistance!

Legal Notice and Submission

Would you like to meet with the
Special Event Committee to discuss
your event?

No

Applicant date of birth

Tuesday, December 27, 1960

Sign

Candy Ruffolo

> out

> back

DISTANCE 2.84 mi

Help ⓘ

Auto Follow Roads

