



VILLAGE OF ALLOUEZ
RUNS/WALKS AND SPECIAL EVENT APPLICATION/PERMIT
Parks and Recreation Department · 1900 Libal St. · Allouez, WI 54301

Application Submittal fee: \$25 for Allouez Residents/ \$50 for Non-Allouez Residents

This application must be submitted with payment for approval no less than four (4) weeks prior to date of the event.

Complete the following information:

Is this a re-occurring event ☒ YES ☐ NO (New applications must be approved by the Village Board)

*As of August 7, 2010 the Village Administrator, with department head recommendation, is authorized to approve reoccurring events. Village Board will be notified of the event.

ORGANIZATION/LEAGUE NAME: PuTriRun Foundation

☐ Individual ☐ Partnership ☐ Corporation ☐ Association

EVENT NAME: Seroogy's Valentine Run

Main Contact: Ben West Email: ben@edutri.run.com

Address: 920 S Keller Park Dr. City/State/Zip: Appleton WI 54914

Primary Phone: 920 544 2414 Other Phone: _____

EVENT INFORMATION

Date of Event: 2-8 Time of Event: Start Time: 8 ☐ am ☒ pm
End Time: 10 ☐ am ☒ pm

Number of participants/spectators expected: _____

Please provide the Village with brief information on your event (i.e. what is your event, what groups/charities does it support, etc.)

15k run supporting TRIPS of St. Norberts

Please answer the following questions:

1.) Is this event a run/walk? ☒ YES ☐ NO

** If YES, please continue with questions below. If NO please skip to question 2.

1a.) Location or route of event (please include map) _____

1b.) How will the route be marked? cones & Arrows

1c.) How will route monitors be identified? Vests & Flags

1d.) Other traffic control provisions? _____

2.) Will you need stand-by rescue services? ☐ YES ☒ NO

** If YES stand-by Allouez rescue squad service is requested, \$375.00 per hour is charged. If you request police coverage, you must contact Brown County Sheriff's Department and arrange for coverage with them. Allouez does not provide police coverage.

3.) Will you be selling any goods? ☐ YES ☒ NO

**If YES a vendor permit is required and village board approval. Extra fees will apply for this.

4.) Will you be selling any alcohol? ☐ YES ☒ NO

**If YES a temporary sellers permit is required and village board approval. Extra fees will apply for this.

5.) Will you be requiring any Village Facilities? ☐ YES ☒ NO

**If YES please complete a Facility Reservation Form. Extra fees will apply for this.

6.) Will you be requiring any Village Athletic Fields or Courts? ☐ YES ☒ NO

**If YES please complete an Athletic Facility Reservation Form. Extra fees will apply for this.

pd. 3830

Conditions of Permit:

- 1.) All street intersections along the event route are to be supervised by person 19 years of age or older.
- 2.) Events will allowed only during daylight hours.
- 3.) No events will be allowed during regular week day rush hours.
- 4.) The Village of Allouez will not provide barricades for any events; however the Village will provide traffic cones on an availability basis. The cones must be picked up and returned by the event sponsors. The Village will charge for any missing traffic cones. The village may require a cash deposit from which the cost of missing cones will be deducted.
- 5.) For all walk/run events, any permanent markings of course is prohibited. Event organizers shall use only temporary signs, paint, chalk, etc.
- 6.) The permittee at its sole cost shall obtain and maintain general liability insurance for the activity in the minimum amount of \$1,000,000.00 for damages arising out of personal injuries to any one person and \$250,000.00 for damages to property, in any one accident, and shall furnish the Village with a certificate of insurance naming the Village as an additional insured not less than five (5) business days prior to the start of the event. The permittee (and in case of individuals, partnership and associations, the names responsible person and the person signing this agreement) shall indemnify and save harmless the Village and its officers, employees, and representatives, against any and all injuries and damages to persons and property, and shall defend, indemnify and save harmless the Village and its officers, employees and representatives from any and all claims, demands, suits, actions, costs, expenses and proceedings of every kind and nature, including any claims for injuries and/or damages caused either I while or in part by the negligence of the Village, its officers, employees or representatives, which in any way results from or arise out of such activity.
- 7.) **MUSIC/DISC JOCKEYS/NOISE:** Ord. 302-5 The use of sound amplifiers outside buildings within the Village of Allouez is prohibited without a permit to do so from the Village. A sound amplifier shall not be operated between 10pm-7am or in the vicinity of churches while services are being conducted or near schools that are in session. The village may order a reduction in the volume of an amplifier on complaint being made by a citizen, or when such loud speaker is a nuisance because of the volume, the method in which it is being used, or the location in which it is being operated. Disc Jockeys and Bands are welcome inside Green Isle Park pavilion.
- 8.) **PORTABLE TOILETS:** When crowd size exceeds the capacity of the permanent toilet facilities, additional toilet facilities must be provided by the renter. There shall be 1 toilet unit for every 100 people. Toilets must be removed following the end of the event. Portable toilets that are on site must also be pumped out by the renter during the event, if necessary, and after the event.
- 9.) **SALES:** No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization from the Village Board. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.


Signature of Responsible Person

10-28
Date

Date of Approval by Village: 11-11-2019

Signature of Administrator: 

STAFF APPROVAL: Review for other events that may conflict with this request, street repairs/construction that may interfere or if rescue services are requested. Please approve with signature and date below.

Public Works Director



Assistant Fire Chief



Park and Recreation Director

 11/11/19

DEO Officer

 11/12/19

8 am start at Williams St and Broadway

V1 T.R.I.P.S. volunteers

5K course 1 Mile Marker

15k course 1 Mile Marker

WS Water Station

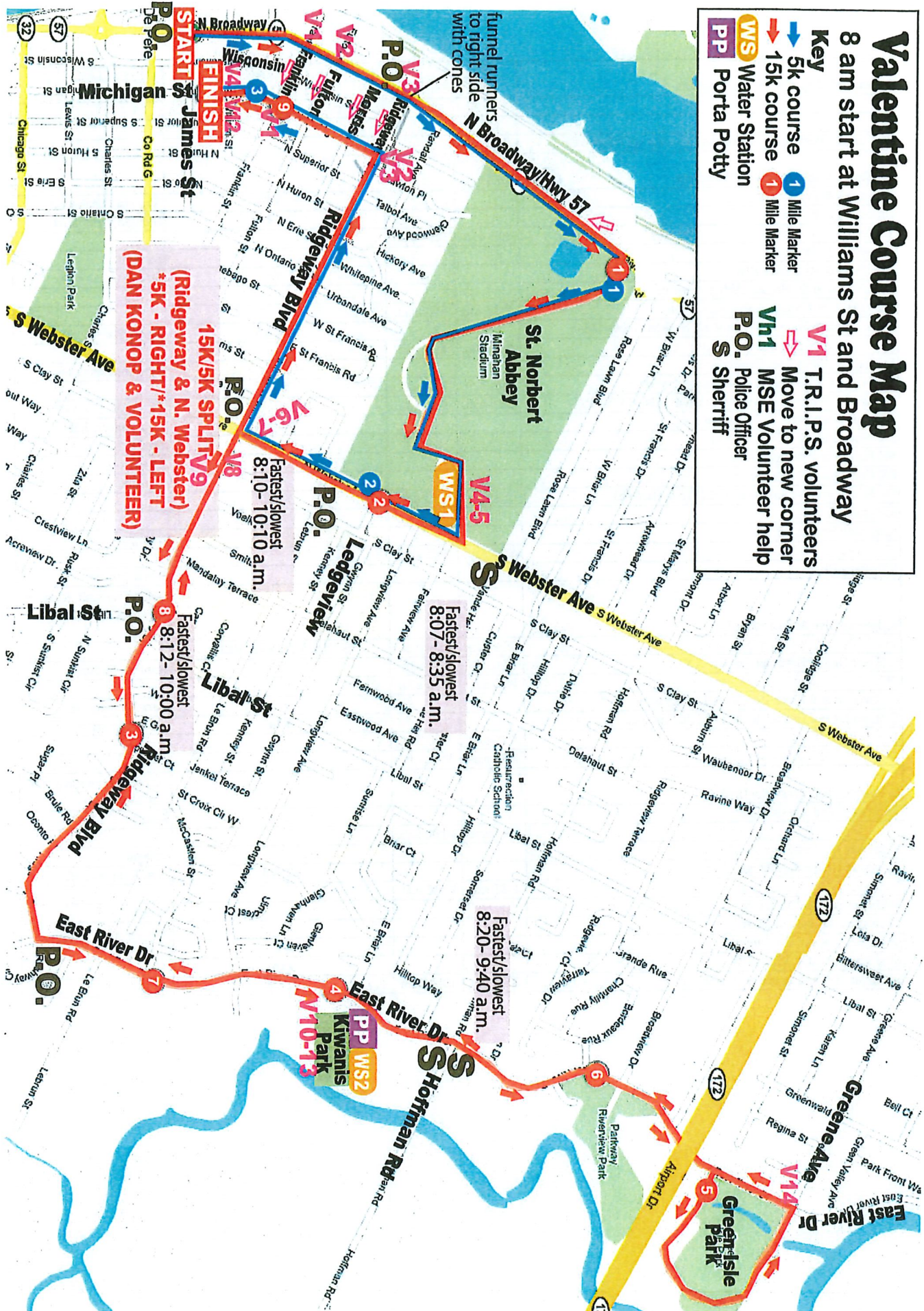
PP Porta Potty

V1 T.R.I.P.S. volunteers
⇒ Move to new corner

MSE Volunteer help

P.O. Police Officer

Sheriff



<i>Valentine's Day Course Intersections</i>	Fast Time	Slow Time	CONTROL	Action
15K Start - Parking lot in front of ShopKo on Wisconsin	8:00 a.m			
5K Start - Shell Station on Broadway	8:05 a.m.			
Broadway & Franklin St			V1	Striaight, then move
Broadway & Fulton			V2	Striaight, then move
15K Mile 1: St Norbert Entrance (100 yds before poles)	8:05 a.m.	8:15 a.m.		
Broadway & Morris St.				Straight
Broadway & Ridgeway Blvd.			V3	Straight, then move
Broadway and St. Norbert Abbey entrance				
5K Mile 1: St Norbert Abbey first 2 poles	8:10 a.m	8:20 a.m.		
500 FT Before Webster Ave and St. Norbert Abbey Drive			V4, V5	Water Station
15K Mile 2: Mobile Mart on Webster	8:10 a.m.	8:30 a.m.		
St Norbert Abbey and Webster Ave			SHERIFF	Turn runners right
5K Mile 2: Webster Ave and Summerview	8:15 a.m.	8:35 a.m.	XXX	
5K SPLIT Webster. & Ridgeway Blvd. RIGHT TURN	8:15 a.m.	8:40 a.m.	POLICE, V6, V7	5K Right, 15K Left
5K Ridgeway Blvd. & Michigan Ave			V2, V3	Turn runners left
5K Morris St. & Michigan Ave				Straight
5K Fulton & Michigan Ave				Straight
5K Franklin & Michigan Ave			V1	Straight
5K Michigan Ave and James St (FINISHLINE)	8:20 a.m.	8:45 a.m.	XXX	
Ridgeway & Clay			V8, V9	
Ridgeway Blvd & Libal St			POLICE	Straight
15K Mile 3: Eau Claire and Ridgeway	8:15 a.m.	8:45 a.m.		
Ridgeway Blvd				Water Station
				Left on way out, Right on way back, (hand out water)
Ridgeway Blvd & East River Dr			POLICE	
15K Mile 4: E River Dr (Kiwans Park entrance)	8:20 a.m.	9:00 a.m.	V10, V11, V12, V13	
E. River Dr and Hoffman Rd (Cty XX)	8:20 a.m.	9:30 a.m.	2 SHERRIFF	Runners Straight
15K Mile 5: Green Isle Park -ice rink	8:25 a.m.	9:15 a.m.		
E. River Dr and Green Isle Park - 1st Entrance				Turn Runners right
E. River Dr and Green Isle Park - Main Entrance			V14	Turn Runners left
15K Mile 6: 3954 East River Dr	8:30 a.m.	9:30 a.m.		
15K Mile 7: 1716 East River Dr	8:35 a.m.	9:45 a.m.		
E. River Dr and Ridgeway Blvd				Left on way out, Right on way back
Ridgeway Blvd and Libal St			POLICE repeat	Straight
15K Mile 8: 1700 Ridgeway Blvd	8:40 a.m.	10:00 a.m.		
Ridgeway Blvd and Webster Ave			POLICE repeat	Striaight
Ridgeway Blvd and Michigan Ave			V2, V3	Turn Runners Left
15K Mile 9: 1621Michigan	8:45 a.m	10:15 a.m.		
Michigan Ave and Morris St				Straight
Michigan Ave and Fulton St				Straight
Michigan Ave and Franklin St			V1	Straight
Michigan Ave and William St			xxx	
Michigan Ave and James St (Finishline)	8:45 a.m	10:20 a.m	XXX	