

Memo

To: Village Board

From: Chris Clark, Director of Parks, Recreation, & Forestry

Re: Special Event Authorization for Salvation Army Kroc Center Donut 5K Fun Run

Date: January 7th, 2020

Name of Organization/Person:

Salvation Army Kroc Center; Aric Riedemann

Purpose of Event:

Fundraiser for the Kroc Center scholarship fund

Location of Event:

Green Isle Park, Resch Family East River Trail, East River Drive, Broadview Drive

Date(s) and Time(s) of Event:

Saturday, June 6, 2020

8:00 am – 4:00 pm (event to conclude by 2:30 pm)

Recurring Event: Yes No

This is a new event requiring approval by the Village Board

Alcohol Sales Request: Yes No

Vending/Concessions/Admission Fees: Yes No

They will be selling various items and Kroc Center gear. Vendor permit is attached.

Other Requests:

They are renting the Green Isle pavilion and multi-use field space for the event.

Background Information:

The Kroc Center is proposing to hold a 5K run/walk event to raise money for their scholarship fund. This is the inaugural run/walk and they hope to make this an annual event in the Village of Allouez.

Attachments:

Application

Route map

Vendor permit

Scholarship information



VILLAGE OF ALLOUEZ
RUNS/WALKS AND SPECIAL EVENT APPLICATION/PERMIT
Parks and Recreation Department · 1900 Libal St. · Allouez, WI 54801

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.

pd. 3745
8/27/19

ORGANIZATION/LEAGUE NAME: Salvation Army Kroc Center of Green Bay
 Individual Partnership Corporation Association

EVENT NAME: Donut 5K Fun Run

Main Contact: Ariz Riedemann Email: aric.riedemann@usc.salvationarmy.org

Address: 1315 Lime Kim Rd City/State/Zip: Green Bay, WI 54811

Primary Phone: 920.544.8292 Other Phone: 920.884.5007

EVENT INFORMATION

Date of Event: June 6, 2020 Time of Event: Start Time: 8:00 am pm

End Time: 4:00 am pm

Number of participants/spectators expected: 100-150

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

Our event is a Donut 5K with the proceeds going to our Scholarship Fund at The Salvation Army Kroc Center. We are planning to start running at 10:00am and end the event at 2:00pm, with clean-up on both ends. We are looking to have activities after the 5K.

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) Attached

1b.) How will the route be marked? Signs and cones

1c.) How will route monitors be identified? Staff/Volunteer shirts

1d.) Other traffic control provisions? Police at street crossings

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.

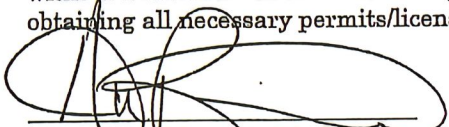
6.) Will you be requiring any Village Athletic Fields or Courts? YES NO

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

* Event done around 2:30 pm

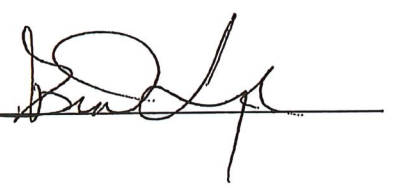
Conditions of Permit:


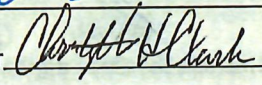
- 1.) All street intersections along the event route are to be supervised by person 19 years of age or older.
- 2.) Events will allowed only during daylight hours.
- 3.) No events will be allowed during regular week day rush hours.
- 4.) The Village of Allouez will not provide barricades for any events; 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

8/17/19
 Date

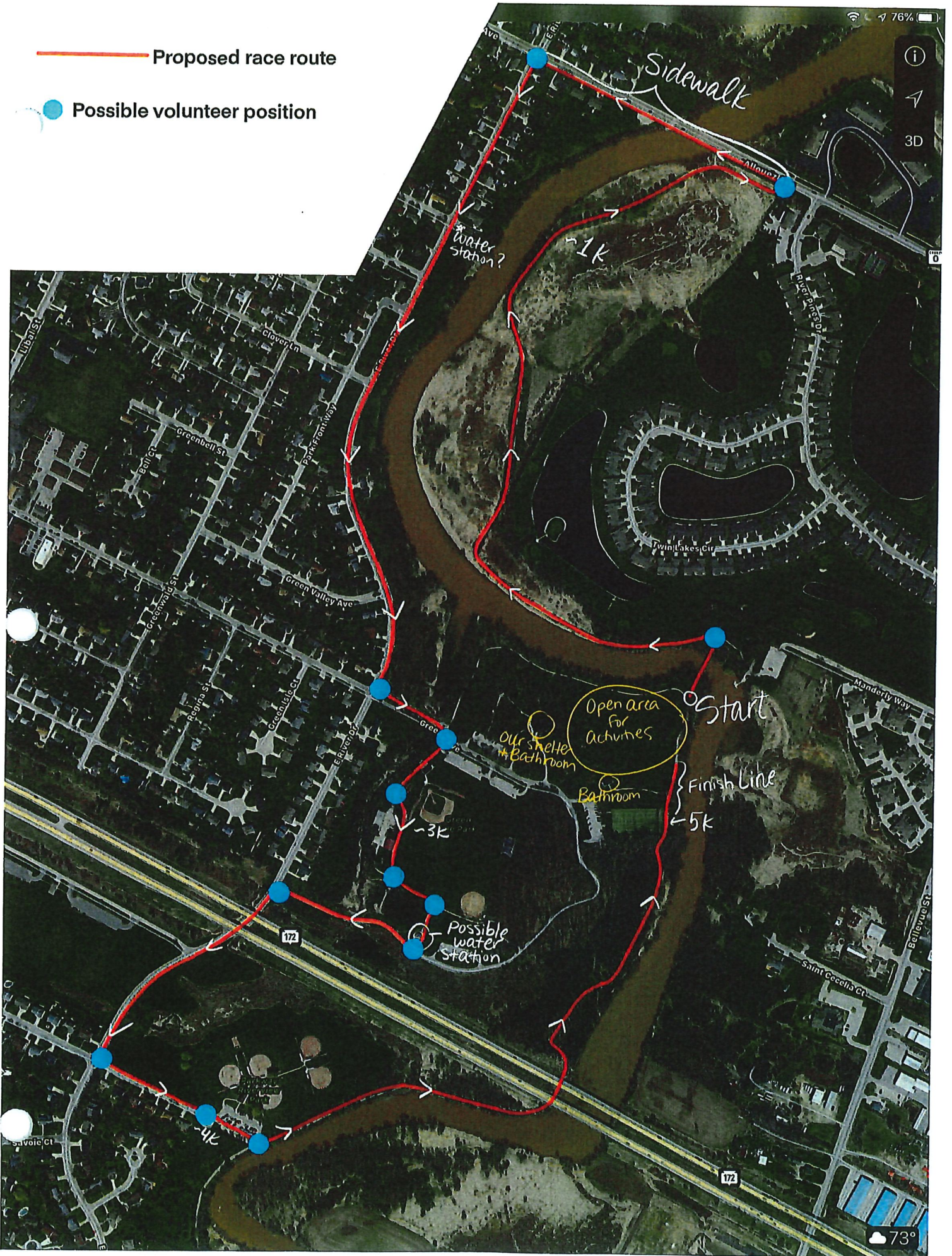
Date of Approval by Village: 11/21/19

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. <u>Please approve with signature and date below.</u>			
Public Works Director		<u>11/21/19</u>	Assistant Fire Chief <u>Ryan Dillig</u>
Park and Recreation Director		<u>11/21/19</u>	DEO Officer <u>James [unclear]</u> <u>12/5/19</u>

— Proposed race route

● Possible volunteer position





VILLAGE OF ALLOUEZ
BROWN COUNTY, WISCONSIN

VENDOR PERMIT – SPECIAL EVENTS IN VILLAGE PARKS AND FACILITIES
TRANSIENT MERCHANT

(Vendors under sponsorship of non-profit or profit organizations)

Kroc Community Center
Name of sponsoring organization

1315 Lime Kiln Rd East River Trail
Address Event Location

Aric Riedemann
Name of organization agent

SK

Nature or Character of Special Event

6/6/20 - 9am-2pm
Date and Length of Time of Event

Vendor Permits Subject to Village Board Approval

Village Board Approval Granted _____

Fee Schedule per Event

\$25.00	0-25 Vendors
\$50.00	25-50 Vendors
\$75.00	Over 50 Vendors

Sponsoring organization shall pay the appropriate fee listed above to the village. Non-profit vendors shall be exempt from the fee. (Tax Exempt number is required)

For Office Use Only:

FEE: \$25

DATE RECEIVED: 12/18/19

pd. R 0015 3012



Kroc Scholarship Program

The Salvation Army Ray & Joan Kroc Corps Community Center is pleased to provide a scholarship program to help provide access to The Kroc Community Center. It was Joan Kroc's vision and expectation that all individuals have equal opportunities to grow their natural gifts and talents. Scholarships are available for all memberships and programs.

How to Apply for a Kroc Community Center Scholarship

1. Download a Scholarship Application. You can also pick one up at the Membership Services Desk.
2. Attach all household income verification documents to your completed application. This includes all documents that best reflect the gross annual salary income of all household members; check stubs, unemployment statement, social security, disability incomes, food stamps award letter, alimony, child support income, or the most recent tax income statement.
3. Return your completed application with attached household income verification to the Membership Services Desk during regular business hours. Scholarship applications are reviewed on a weekly basis. Due to the number of scholarship applications, please allow 14 days from the date the application is submitted to receive a decision regarding scholarship award. Applicants will be notified via phone of their scholarship award. All previously submitted income verification documents will be destroyed.

How to Renew Your Scholarship

1. Scholarships are valid for six (6) months reflecting the day you start your membership.
2. You will be notified one (1) month prior to the expiration date of your scholarship.
3. Download a Scholarship Application or pick one up at the Membership Services Desk.
4. Attach all household income verification documents to your completed application. This includes all documents that best reflect the gross annual salary income of all household members; check stubs, unemployment statement, social security, disability incomes, food stamps award letter, alimony, child support income, or the most recent tax income statement.
5. Return your completed application with attached household income verification to the Membership Services Desk.
6. Please allow 14 days from the date the application is submitted to receive a decision regarding scholarship award. Applicants will be notified via phone of their scholarship award. All previously submitted income verification documents will be destroyed.

Community Life Classes

The Kroc Community Center is proud to offer various Community Life classes during each program session. These free or low-cost opportunities are designed to help you grow and learn life skills to help improve your well being. Click here to view a Community Life Program Schedule or pick one up near the Membership Services Desk.

Questions?

Email: GBKrocMembership@usc.salvationarmy.org
Call: 920.884.5007

