

Memo

To: Village Board

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

Re: Special Event Authorization for A Step aHEAD for Malia Fundraising Walk

Date: September 20th, 2022

Name of Organization/Person:

Decur Family; Shaun Decur

Purpose of Event:

This is a fundraising walk to benefit three national organizations that provide support to families of children with health complications.

Location of Event:

Green Isle Park and trails within the park

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

Sunday, October 9th, 2022

9:30 am – 12:00 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

Other Requests:

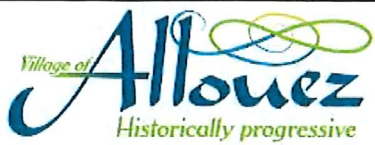
They are also renting the Green Isle pavilion

Background Information:

The Decur family will host a private fundraiser walk to benefit three national organizations, the Hydrocephalus Association, Polymicrogyria Awareness, and the Ronald McDonald House Charities, that support families of children with health issues. The walk will be along the trails within Green Isle Park and will include families for the CP Center, You Are My Sunshine Daycare, extended family, and friends. They anticipate 60-80 participants for the event.

Attachments:

Application



Allouez Parks, Recreation and Forestry
1900 Libal Street
Green Bay, WI 54301
(920) 448-2804

Green Isle Pavilion Rental Contract

Village of Allouez

Green Bay
WI
54301

Family Private Fundraiser Walk Event
10/9/2022 9:00 AM
10/9/2022 4:00 PM
100

Shaun Decur
346 Floral Drive

Green Bay
WI
54301
(920) 819-1308
(920) 819-1309
shaun.decur@gmail.com

9/13/2022
1:41 PM



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.

ORGANIZATION/LEAGUE NAME: Decur Family (fundraising for 3 Separate organizations)

☒ Individual ☐ Partnership ☐ Corporation ☐ Association

EVENT NAME: A Step aHEAD for Melia

Main Contact: Shaun Decur Email: shaun.decur@gmail.com

Address: 346 Floral Drive City/State/Zip: Green Bay, WI 54301

Primary Phone: 920-819-1309

Other Phone: _____

EVENT INFORMATION

Date of Event: 10/09/2022 Time of Event: Start Time: 09:30 AM am/pm

End Time: 12:00 PM am/pm

Number of participants/spectators expected: 100

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

My family is looking to host a local fundraiser walk to benefit 3 National Organizations. We feel that Green Isle Park would be a great area for this event, as we can utilize trails for safe walking areas.

We have a 2 year old daughter with multiple health complications, and the organizations for these complications have people set up virtual walk events for fundraising. We planned to invite other families from CP Center that she does a lot of visits to, as well as from her Daycare in Allouez (You Are My Sunshine), and our local extended family. We do not have any plans on opening this up to a public standpoint for this event at all. We would expect around 60-80 participants, would be utilizing the pavilion facility for putting items in for donations and for snacks/refreshments. We would then have a meeting area outside the pavilion for everyone to meet and talk, and then allow everyone to go walk on the trails at their leisure.

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) We would utilize the trails within Green Isle Park

1b.) How will the route be marked? We would be having signs made to mark the trail route

1c.) How will route monitors be identified? Special T-Shirts and vests worn by the volunteers on the trail

1d.) Other traffic control provisions? None would be needed as this would be done in the park trail system

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

** If YES stand-by Allouez rescue squad service is requested, please contact Green Bay Metro Fire Department for cost. 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.

** online reservation being done **

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.

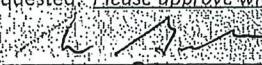

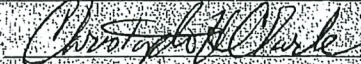
Conditions of Permit:

- 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, except for claims for injuries and/or damages caused in whole 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

07/14/2022
Date

Date of Approval by Village: _____ 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: 	Assistant Fire Chief: 
Park and Recreation Director: 	DEO Officer: 