

Memo

To: Village Board

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

Re: Special Event Authorization for the Salvation Army Kroc Center – Uncle Mike’s Donut 5K

Date: December 6, 2022

Name of Organization/Person:

The Salvation Army Kroc Center; Patti Schevers

Purpose of Event:

5k family fun run to raise money for scholarships for low income individuals and families. They are expecting around 500 participants.

Location of Event:

The event route will change in 2023 from the inaugural run/walk earlier this year. The route will now be completely within Allouez utilizing the streets of East River Drive, Mission Rd., Greenwald St., Greene Ave., Libal St., Broadview Dr., as well as the roadway and trails in Green Isle Park.

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

June 3, 2023 from 8:00 am to 12:00 pm

Recurring Event:

☒ Yes ☐ No

Alcohol Sales Request:

☐ Yes ☒ No

Vending/Concessions/Admission Fees:

☒ Yes ☐ No

They will be selling concessions

Other Requests:

Noise Variance Permit for a band at Green Isle Park during the event

Attachments:

Special Event Application
Route
Vendor Permit Application
Noise Variance Permit Application



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:

The Salvation Army
The Kroc Center

Individual ☐ Partnership ☐ ☒ Corporation ☐ Association

EVENT NAME: Uncle Mikes Donut 5K Family Fun Run & Walk

Main Contact: Patti Schewers

Email: patti.schewers@usc.salvationarmy.org

Address: 1315 Lime Kiln Rd.

City/State/Zip: Green Bay, WI 54311

Primary Phone: (920) 544 4880

Other Phone:

EVENT INFORMATION

Date of Event: Saturday, June 3, 2012 Time of Event: Start Time: 8 am/pm

End Time: 12 am/pm

Number of participants/spectators expected: 500

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

5K family fun run/walk with music (live band), yard games, food, and run/walk. Benefiting The Salvation Army Kroc Center Scholarships for low-income families and individuals.

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) — see attachment —

1b.) How will the route be marked? Signs and cones to be placed by Village + 250 extra

1c.) How will route monitors be identified? Volunteers will wear fluorescent shirts

1d.) Other traffic control provisions? Application to contract w/ Brown County (2) officers on-site

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.

concessions
soccer field

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


10/17/2022
Date

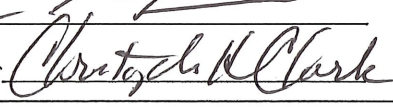
Date of Approval by Village: 11/30/2022

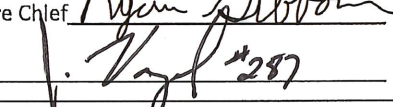
Signature of Administrator: 

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 

DEO Officer 

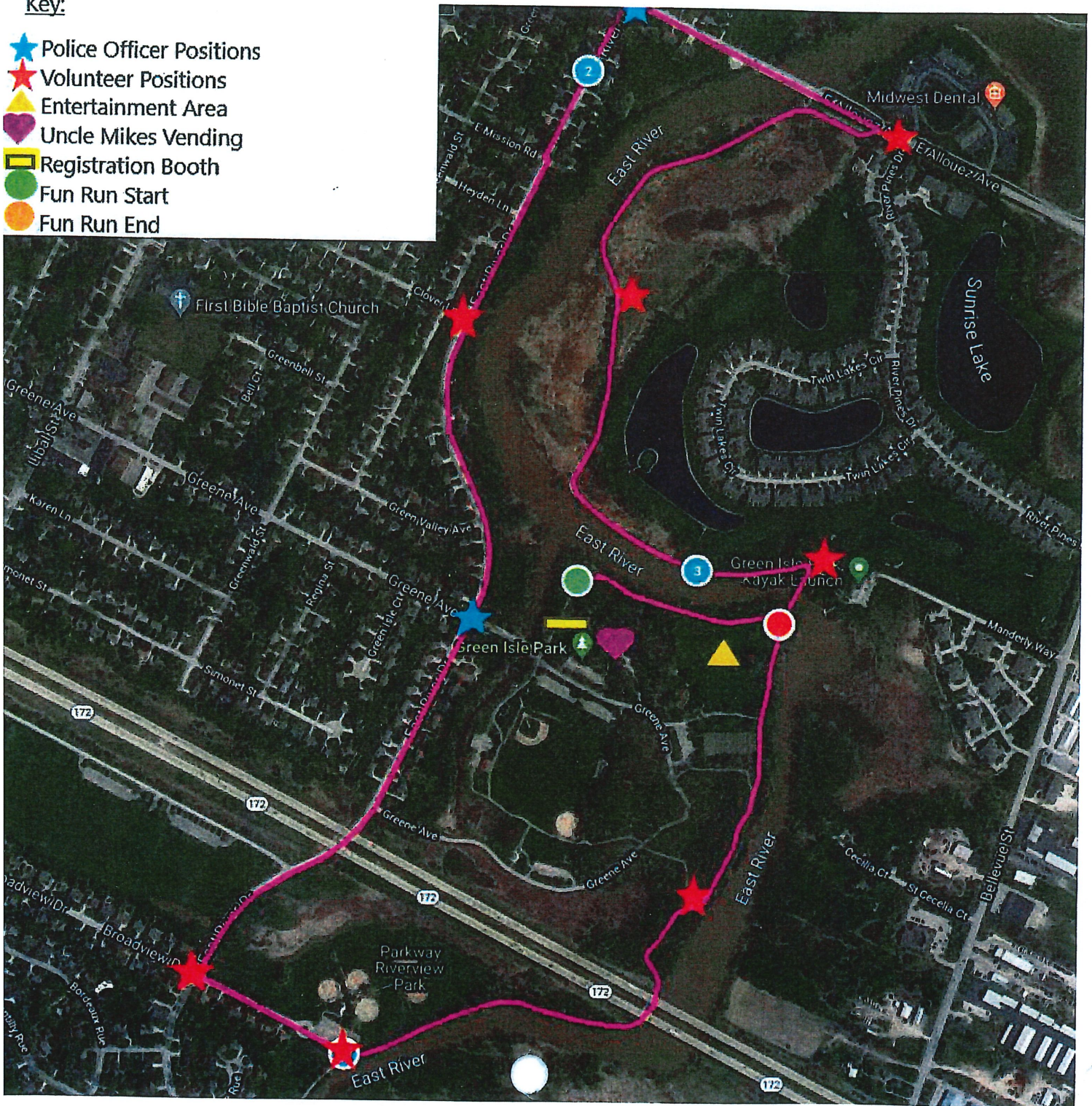
NEW ROUTE



OLD ROUTE

Key:

- ★ Police Officer Positions
- ★ Volunteer Positions
- ▲ Entertainment Area
- ♥ Uncle Mikes Vending
- ▭ Registration Booth
- Fun Run Start
- Fun Run End





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)

The Salvation Army Kroc Center
Name of sponsoring organization

1315 Lime Kiln Rd. GBWI 54311
Address

Green Isle Park
Event Location

The Kroc Center - Community Outreach Coordinator ^{Patti Schivers}
Name of organization agent

Uncle Mike's Donut 5k Family Fun Run + Walk
Nature or Character of Special Event

6/3/2023 8am - 12pm
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: _____

DATE RECEIVED: _____

List Name of Each Vendor Selling At The Event:

Name of VendorProductTax Exempt #

(if applicable)

Uncle Mike's Bake Shoppe

Donut3



Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850

NOISE VARIANCE PERMIT APPLICATION

Completed application must be filed with the Village Administrator 30 days prior to the event or activity. The Village Administrator may waive the time limit when compliance therewith is impractical.

Type of Event/Activity: Uncle Mike's Donut 5k Family Run + Walk

Date(s) of Event/Activity: 6/3/2023 Time(s) of Operation: 9a - 12p

Location of Event: Green Isle Park # of people attending (approx.): 500

Reasonable measures that will be taken to minimize noise & reduce impact to neighbors:

Position speakers away from houses, provide police @ intersections, have signs placed on East River Drive so no one parks on route, have enough volunteers and staff on site to assist w/ people, Questions and safety.

Noise generating equipment that will be used:
live band.

Person in charge of & responsible for the event/activity: Patricia Schavers

Address: 1315 Lime Kiln Rd. ^{GD, WI} 54301 Contact phone #: (920) 644-4998


Applicant's Signature

10/17/2023
Date

*** All additional police service expenditures will be billed to applicant ***

§ 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. The Village shall not grant a permit to use a sound amplifier during nighttime hours (10:00 p.m. to 7:00 a.m.) or to operate such sound amplifier in the vicinity of health facilities, churches while services are being conducted, or schools which are in session. The Village may order a reduction in the volume of such sound amplification on complaint being made by a citizen or when such sound amplification is a nuisance because of the volume, the method in which it is being used, or the location in which it is being operated.

OFFICE USE ONLY

☐ DEO approval after consultation
☐ Village Board approval