

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/23/2022

EVENT NAME: Memorial Day Parade & Ceremony

ORGANIZER: City of Manitowoc - Stacey Groll

E-MAIL ADDRESS: sroll@manitowoc.org

EVENT DATE: 5/30/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Parade route from S 8th & Marshall to Huron, Huron to MI, MI to Veterans' Memorial on N 18th St.; use of C.P. Rec. Center, if raining; use of traffic control items & chairs; assistance by P.D.; cemetery staff to set up items for ceremony & do traffic control inside cemetery

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

Street closures for parade: S 8th from Madison to Huron, Huron to Michigan, N 18th from Michigan to the Veterans Memorial

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name City of Manitowoc
 Name of Applicant Stacey Groll
 Street Address 900 Quay Street
 Mailing Address _____
 (if different)
 City, State, Zip Manitowoc, WI 54220
 Primary Phone (920) 686-6980
 Cell Phone (920) 629-0414
 Email sgroll@manitowoc.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Stacey Groll
 On-Site Cell Phone # (920) 629-0414
 On-Site Security Contact Name N/A
 On-Site Security Contact Phone # N/A

EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Document Attached



The Memorial Day Parade stages from S. 8th and Madison to S. 8th and Washington from 8 a.m. until 9 a.m. At 9 a.m., the parade begins from S. 8th and Washington, turns left onto Huron, curves onto Michigan, and ends at Michigan and N. 18th Street. (In the event of inclement weather, a decision would be made by the Mayor by 8 a.m. as to whether or not the parade would be canceled and would be announced on WOMET 1240 AM radio.)

The Ceremony begins after the final entries from the parade have passed the ending point, and takes place at the Veteran's Memorial on N. 18th Street. (In the event of inclement weather, the ceremony would be held indoors at the Cillzen Park Recreation Center at 10:30 a.m.)

Event Name Memorial Day Parade and Ceremony

Public Event YES NO

Location Parade and Ceremony locations described above.

Estimated Total Attendance 2,000 + (Unknown)

Staging Area Described above

Estimated Attendance Unknown
from outside City of Manitowoc

Event Website www.manitowoc.org/MemorialDayParade

Event Date(s) Monday, May 30th, 2022

Event Start Time 9:00 AM PM

Event End Time 12:00 AM PM

Setup Date(s) 05/30/2022

Setup Start Time 8:00 AM PM

Teardown Date(s) 05/30/2022

Teardown End Time 1:00 AM PM

(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAR 17 2022

CITY OF MANITOWOC
ENGINEERING

A/N
4393

FACILITY REQUESTS

- Facility Location Gilzen Park Recreation Center (if bad weather)
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements _____
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises Class B License
- Alcohol Served End Time _____
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many _____
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue _____
- Revenue to be used for _____

ROUTE

Route map must be submitted with application

- Road Closure Describe location(s) + Time(s) 8th Street from Madison to Huron, Huron to Michigan, and Michigan to Veterans Memorial

- Timed Route
- Road Crossing Describe where + if easstance needed
- Course Marking Describe type
- Sidewalk Describe usage

EVENT STRUCTURES

Site map must be submitted with application

- | | |
|--|---|
| <input type="checkbox"/> Staking Structures into Ground <small>(greater than 6")</small> | <input type="checkbox"/> Carnival Rides # _____ |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Dumpster # _____ |
| <input type="checkbox"/> Bounce House # _____ | <input type="checkbox"/> Stage # _____ |
| <input type="checkbox"/> Portable Restrooms # _____ | <input type="checkbox"/> Tent # _____ Size _____ |
| <input type="checkbox"/> Signs/Banners # _____ | <input type="checkbox"/> Other # _____ Describe _____ |

EVENT FEATURES

- Animals # Up to 10 Type Horses and dogs
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 8:00 AM PM
- End Time 12:00 AM PM
- Type of Sound Bands and Music

EQUIPMENT REQUESTS

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at www.manitowoc.org.

DELIVERY DATE 05/27/2022 TIME Any AM PM LOCATION Various

PICKUP DATE 05/31/2022 TIME Any AM PM Place Items In original drop-off location after event.

**Indicate Quantities on Line*

GAMES

- Bean Bag Toss _____
- Ring Toss _____
- Sports Kit _____

STAGING / RISERS

- RISERS - 4' x 8' Wooden Platforms
6" H _____ 12" H _____ 18" H _____
- Staging - 8'x12'
- Portable Bandwagon - 35'x8'

TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)

- Banquet tables - 8'x40' _____
- Benches - 4' wooden _____
- Bleachers - 15'x5' portable _____
- Chairs - metal, folding 205
- Picnic Tables - 6' wooden _____
- Picnic Tables - 8' wooden, ADA accessible _____

• 10 chairs on island (1 of which goes by flag pole)
• 10 chairs by sidewalk
• 40 chairs for Marine Band on slab by evergreens
• 40 chairs for Clipper City Chordsmen
• Remaining chairs on ea. side of walkway facing memorial

TENTS

- Tent - 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades - 2' _____
- Barricades - 3' _____
- Barricades - 8' _____
- Barricades - 12' rail-type _____
- Channelizer drums - 3' reflective _____
- Cones - 18" 100
- Cones - 28" reflective _____
- Delineators - 42" reflective _____
- Parking posts with concrete base - 42" H (rope or tape not included) _____
- Traffic signs (sign only - typically placed on barricades)
 - Road Closed _____
 - Road Closed Ahead _____
 - _____
 - _____

MISCELLANEOUS ITEMS

- Disc golf basket - portable _____
- Grill - 2' x 3' portable, outdoor _____
- P.A. system - microphone, sound board, 2 speakers with stands _____
- Post pounder / driver _____
- Power pedestal - portable _____
- Safety vests _____
- Security stanchions _____
- Snow fence - 50' rolls - plastic _____ wooden _____
- Snow fence - posts _____
- Ticket booths - outdoor _____
- Trash barrels _____
- Other _____

(veterans group uses their own)
- podium too -

VEHICLES

Parking must be included on site map

Expected number of vehicles ??

Where do you plan to park vehicles Wherever parking is allowed due to all the closures

Are there any special parking considerations Handicap parking is created in the Cemetery
(VIP, ADA, Security, Emergency Vehicles, etc)

SAFETY & SECURITY

The City requires security based on attendance

Do you need assistance from: Police Dept Fire Dept/Ambulance

Describe Police pace car to lead parade, N. 18th & Michigan and Viaduct

Date/Time _____

Location _____

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES NO
(If so, please attach)

ADDITIONAL QUESTIONS

Please attach any additional information which you feel will assist the Committee in evaluating your request.

Do you have any questions/comments/additional requests?

LEGAL NOTICE

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Guidelines and Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 12 / 18 / 1976

Signature of Applicant: Stacey Groll Date: 02/03/2022

E-MAIL

PRINT

Memorial Day Parade Route

FINISH

START

17TH ST

TORRISON DR

MICHIGAN AVE

N-15TH ST

N-14TH ST

N-13TH ST

N-12TH ST

N-11TH ST

LINCOLN BLVD

CLEVELAND AVE

HURON ST

REVERE DR

SPRING ST

ST CLAIR ST

N-WATER ST

N-9TH ST

PARK ST

N-8TH ST

N-7TH ST

STATE ST

N-10TH ST

CHICAGO ST

BUFFALO ST

WOLLMER ST

YORK ST

MARITIME DR

S-18TH ST
WESTERN AVE

S-16TH ST

CLARK ST

S-WATER ST

QUAY ST

FRANKLIN ST

S-13TH ST

S-12TH ST

S-11TH ST

S-10TH ST

S-9TH ST

S-8TH ST

JAY ST

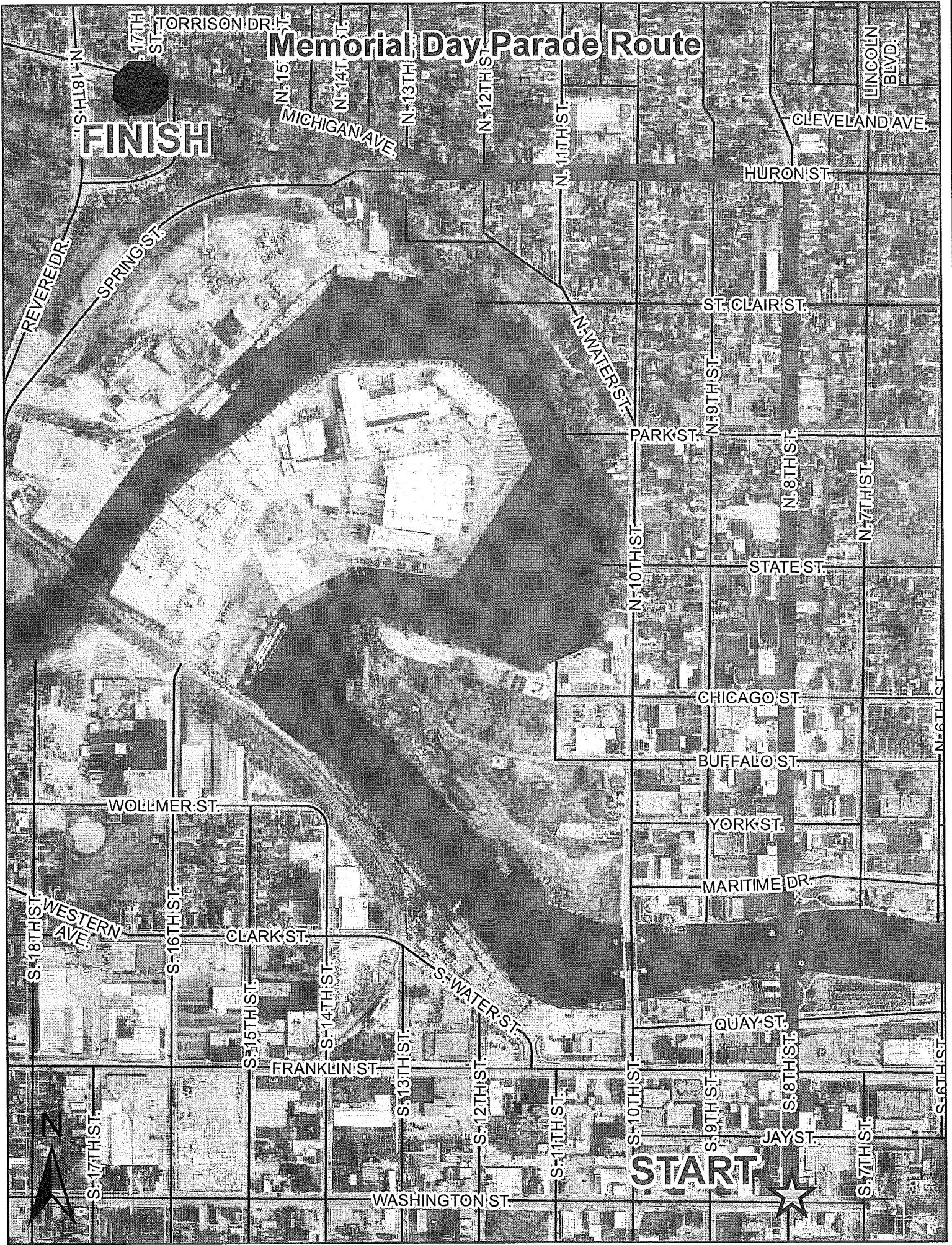
S-17TH ST

WASHINGTON ST

S-7TH ST

N-6TH ST

S-6TH ST



WORK ORDER

Date: 03-13-2021
To: Billy Hutterer: Dept of Public Works
From: Captain Corie Pusel
RE: Work Order for the Memorial Day Parade
May 31st, 2021



On Monday, May 31st 2021, please deliver to the following locations:

1. Road Closed Ahead signs:
 - S. 11th St. at Marshall St.
 - S. 10th St. at Washington St. for EB traffic turning onto Washington St.
 - S. 21st St. at Franklin St. for NB Traffic on S. 21st St.
 - N. 11th St. at Wisconsin Ave.

2. Barricades (7-foot) at the following locations:

S. 10 th & Hancock	S. 8 th & Marshall
S. 8 th & Washington	S. 9 th & Marshall
S. 9 th & Washington	S. 21 st St & Western Ave w Road Closed Sign
N. 11 St. at New York St w Road Closed Sign	

3. Place 100 cones to the Police Department Sally Port on Jay Street.

4. Place 3 (three-foot) barricades at the following locations.
 - S. 7th and Hamilton St.
 - S. 7th and Marshall St.
 - S. 7th and Hancock St

 - S. 8th & Madison St.

 - S. 9th and Marshall St.
 - S. 9th and Hamilton St.

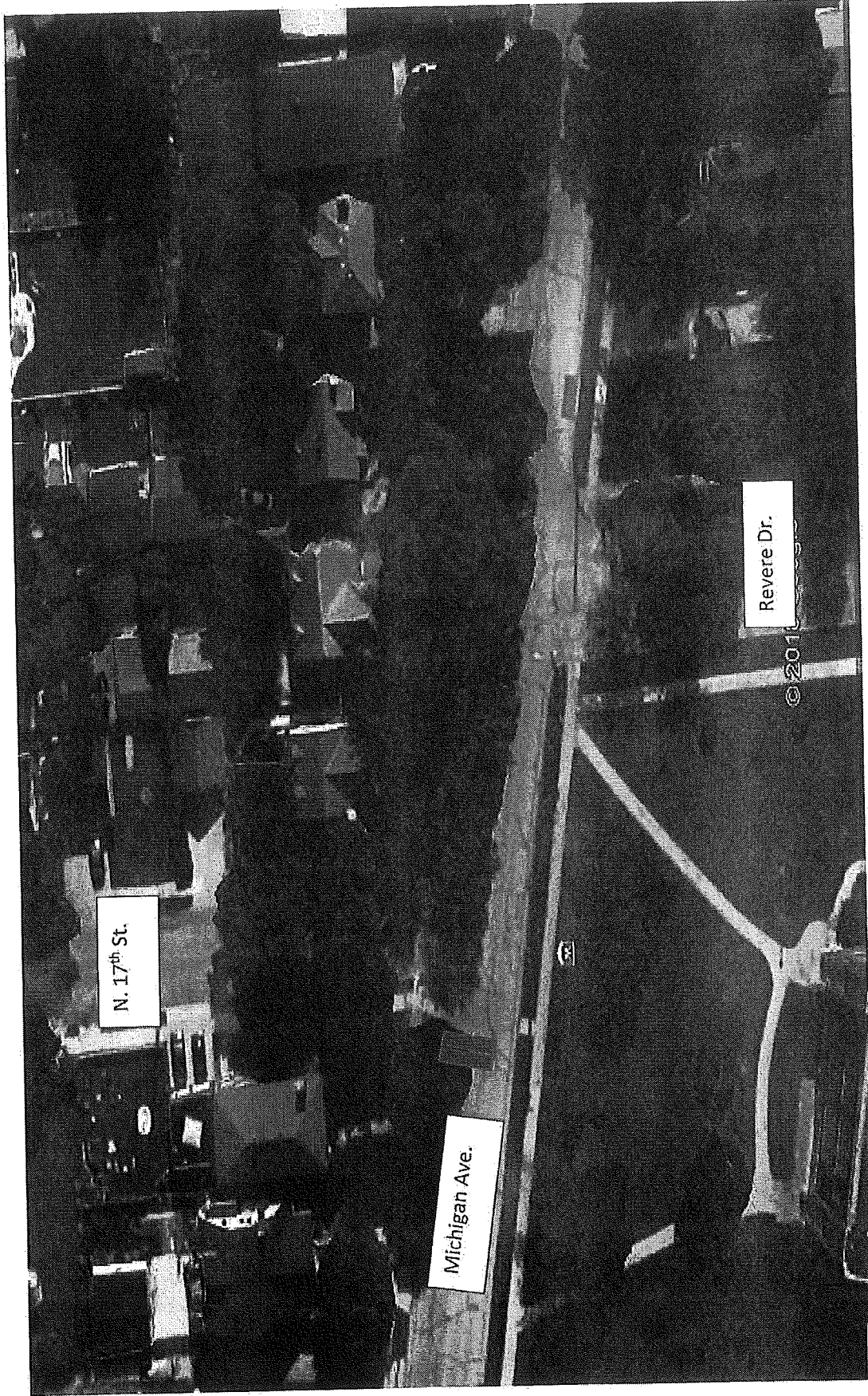
 - N. 17th & Michigan Ave
 - N. 18th & Michigan Ave (SE corner)
 - N. 20th & Michigan Ave
 - N. 18th & New York Ave
 - N. 17th & Revere Dr
 - N. 18th & Revere Dr


WORK ORDER

5. Place "NO PARKING" signs along Revere Dr. from N. 18th St. to Michigan Avenue on both sides of the street. (Push in ground type)
6. South 21st and Washington St. – 1 (one) 3 ft barricade with sign "PARADE AHEAD" on SE corner.
Franklin St. and S. 21st St. – 1 (one) 3 ft barricade with sign "PARADE AHEAD" on SE corner.

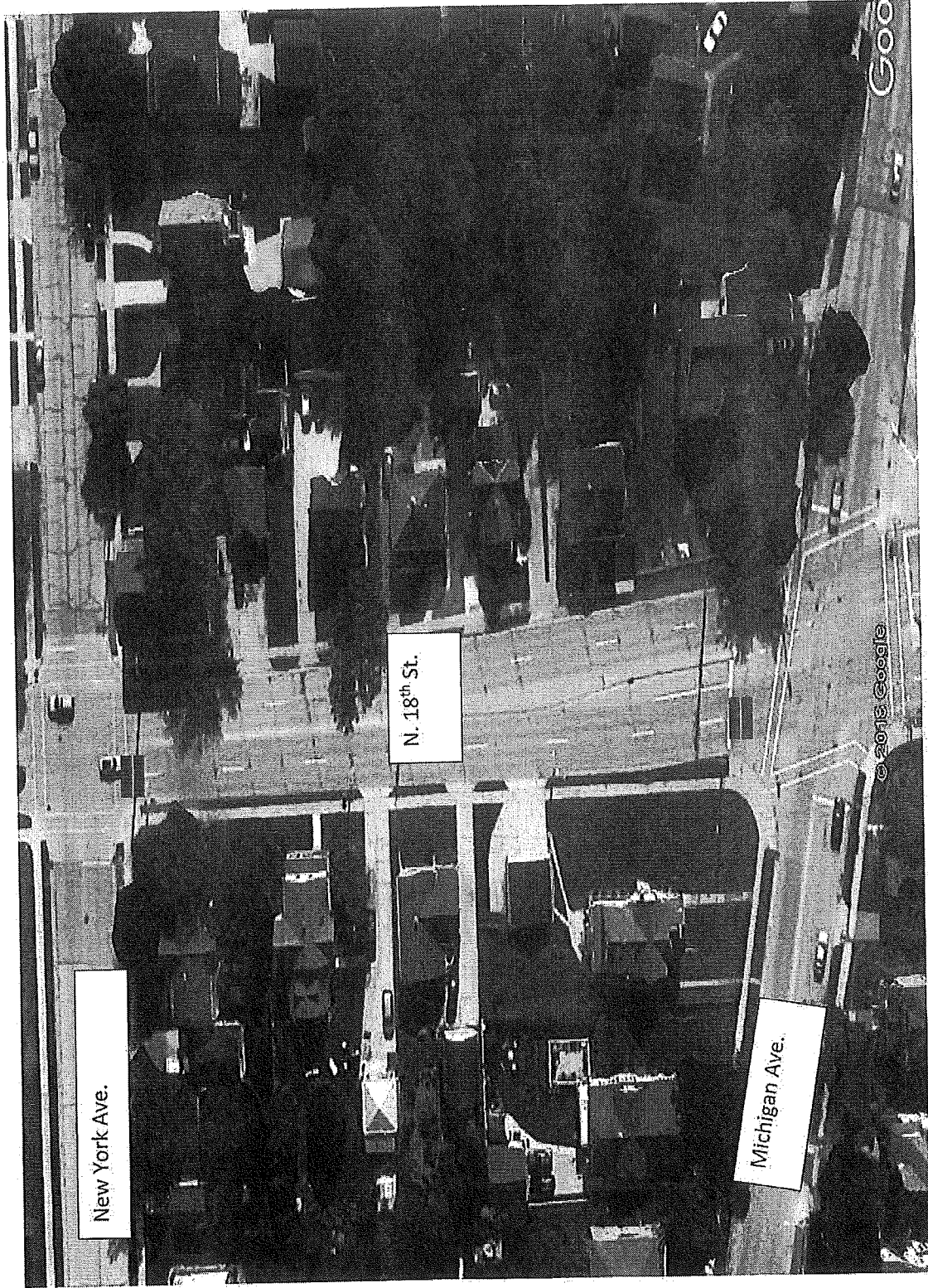
Please make sandbags available in case of windy weather.


N. 17th St. at Michigan Ave. Barricades



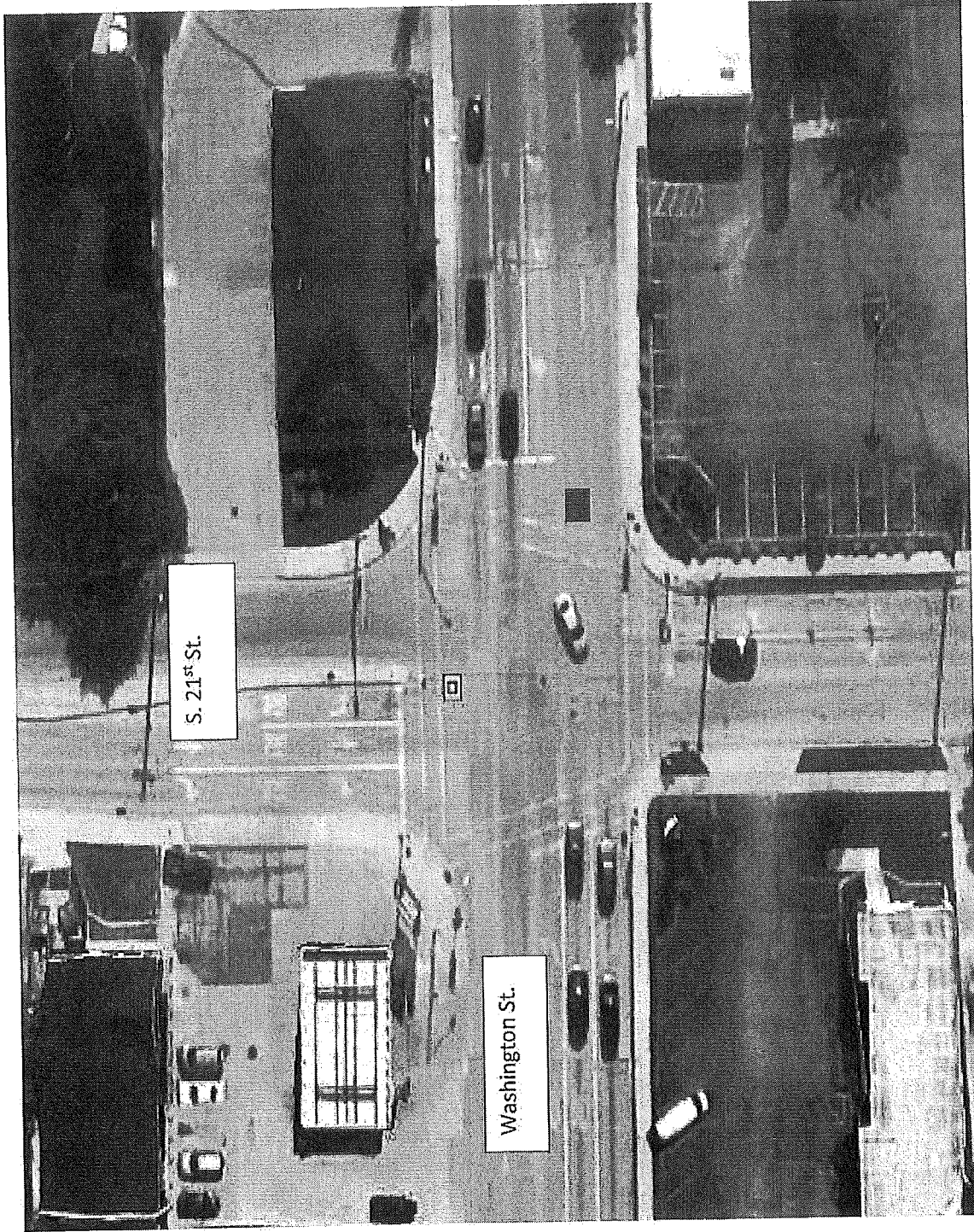
 = Barricades

N. 18th St. at New York Ave. and N. 18 St. at Michigan Ave. Barricades



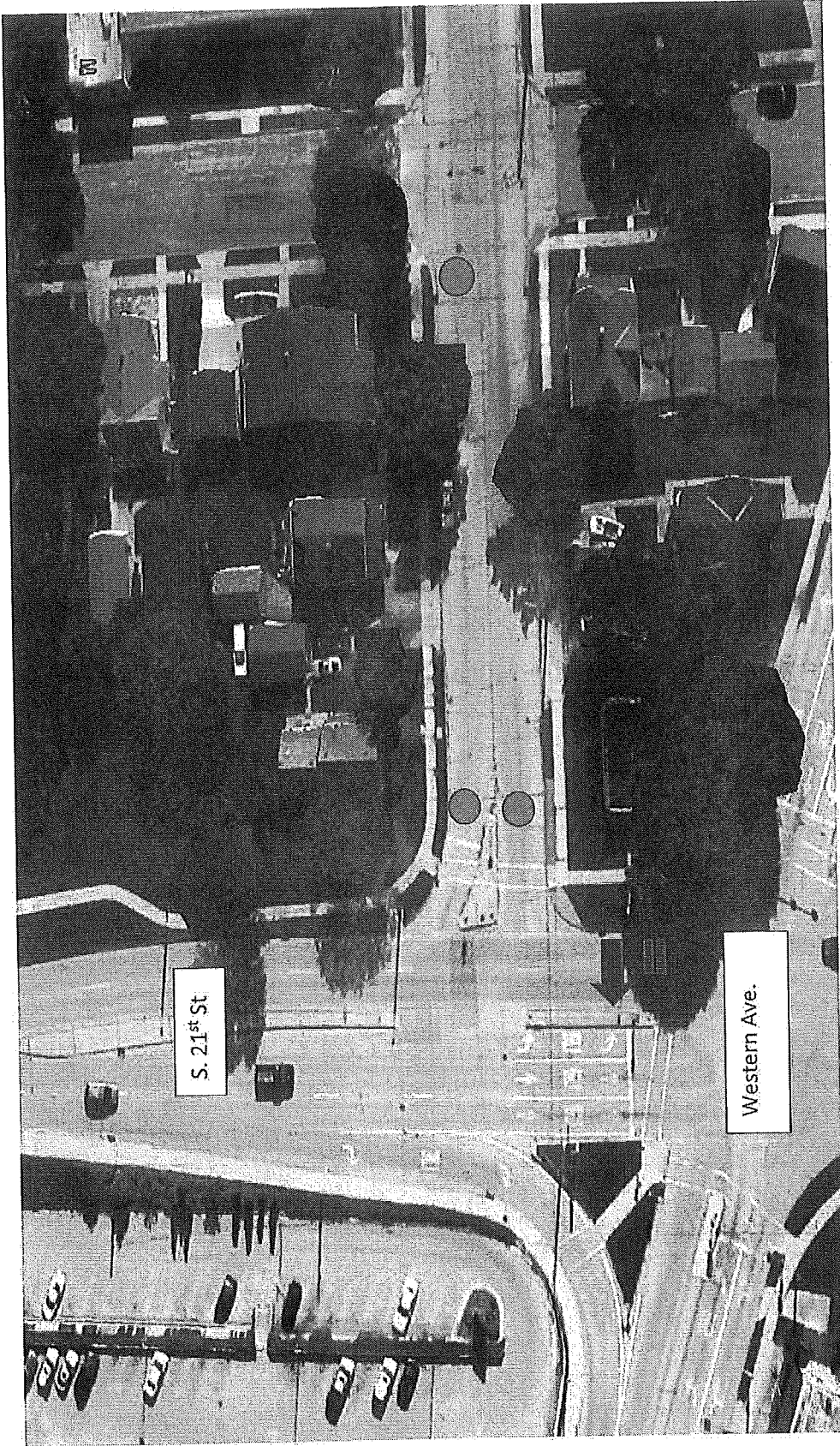
 = Barricades




S. 21st St. at Washington St. Parade Ahead





■ = Parade Ahead

S. 21st St. at Western/Wollmer Barricades/Cones



-  = Squad Car
-  = Cones
-  = Barricade

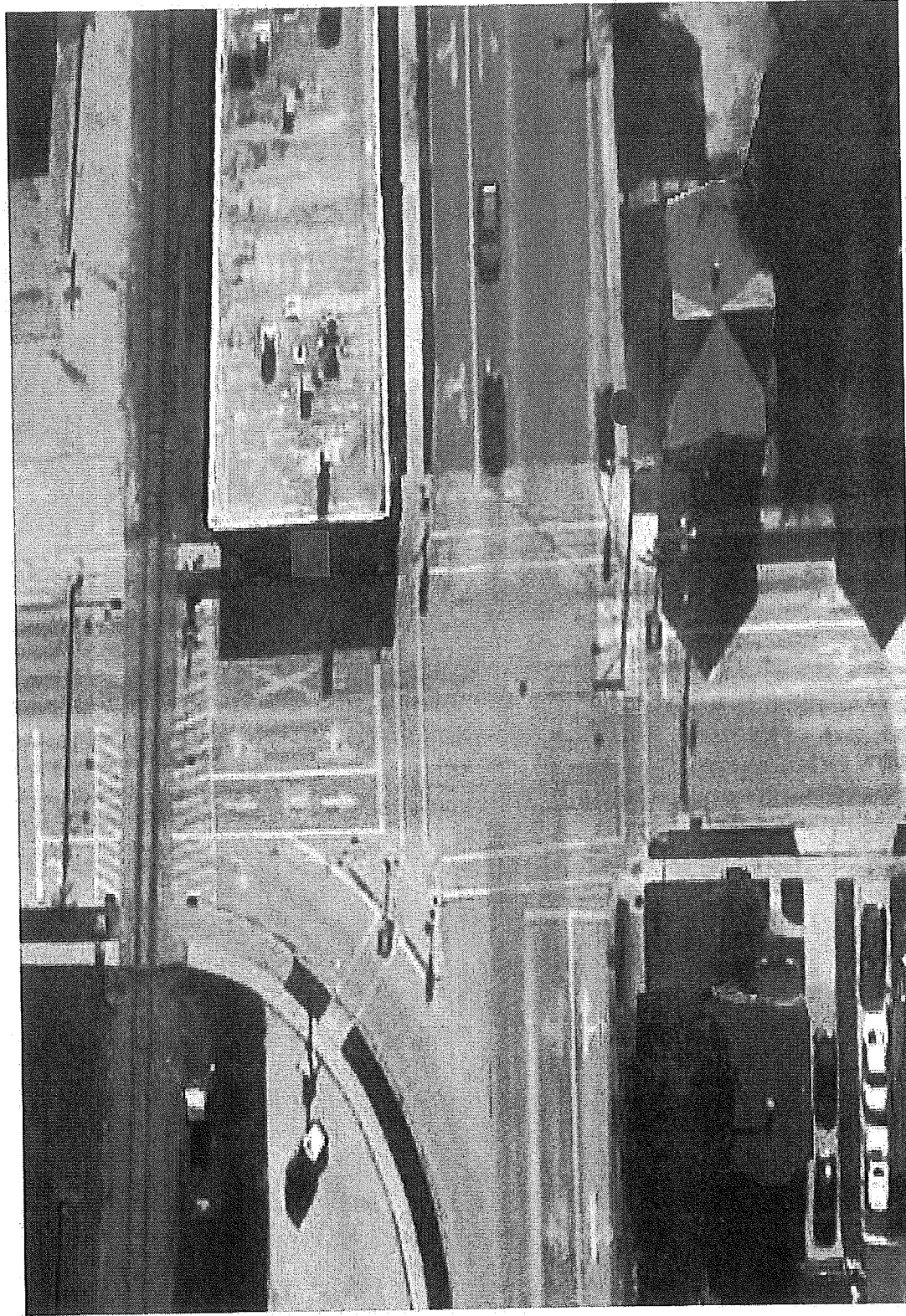
 Road closed ahead

 3ft foldable barricade

 7 ft barricade



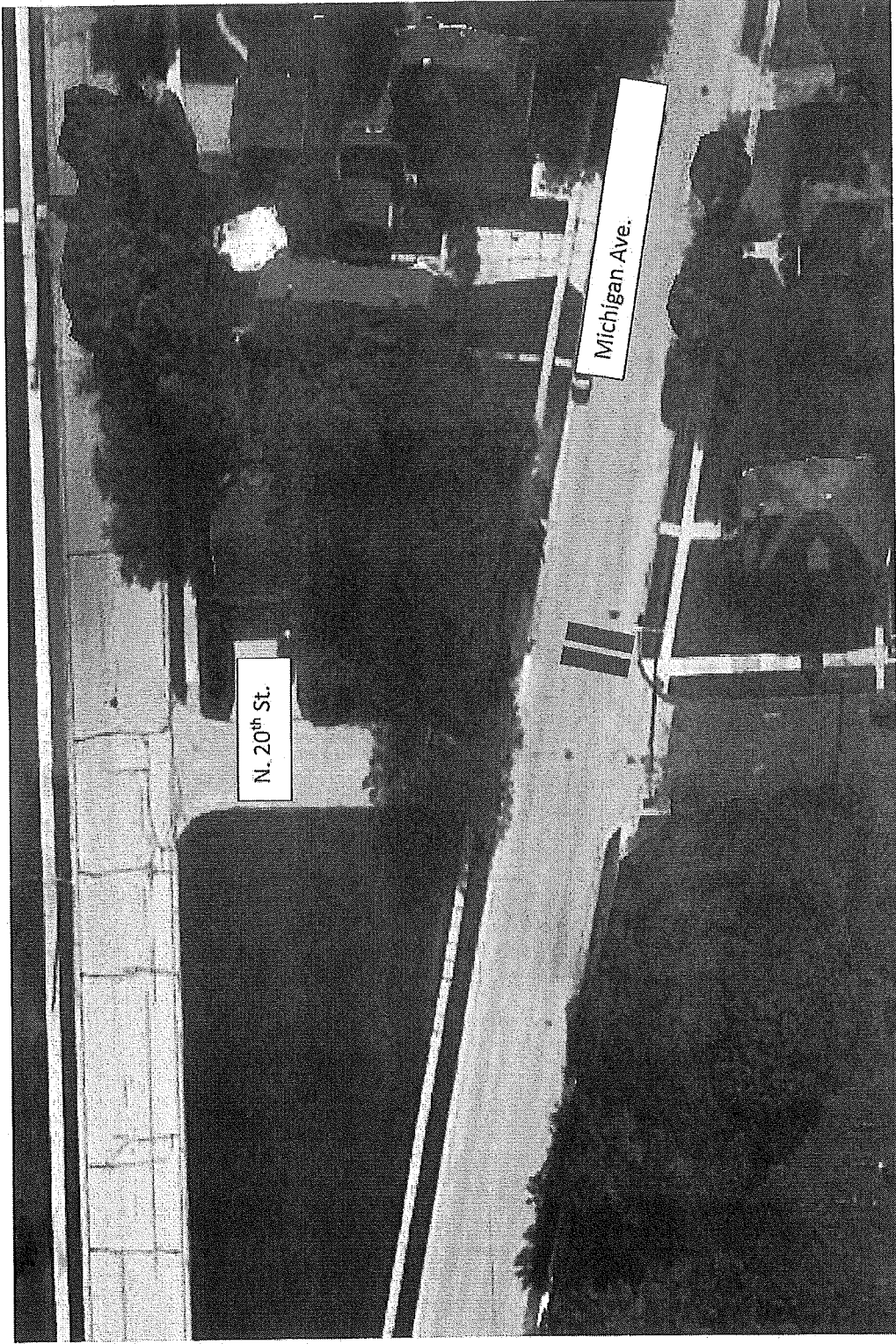
Road Closed Ahead S. 21st St. at Franklin St. and Franklin St. at S. 21st St.




■ = Road Closed Ahead Signs

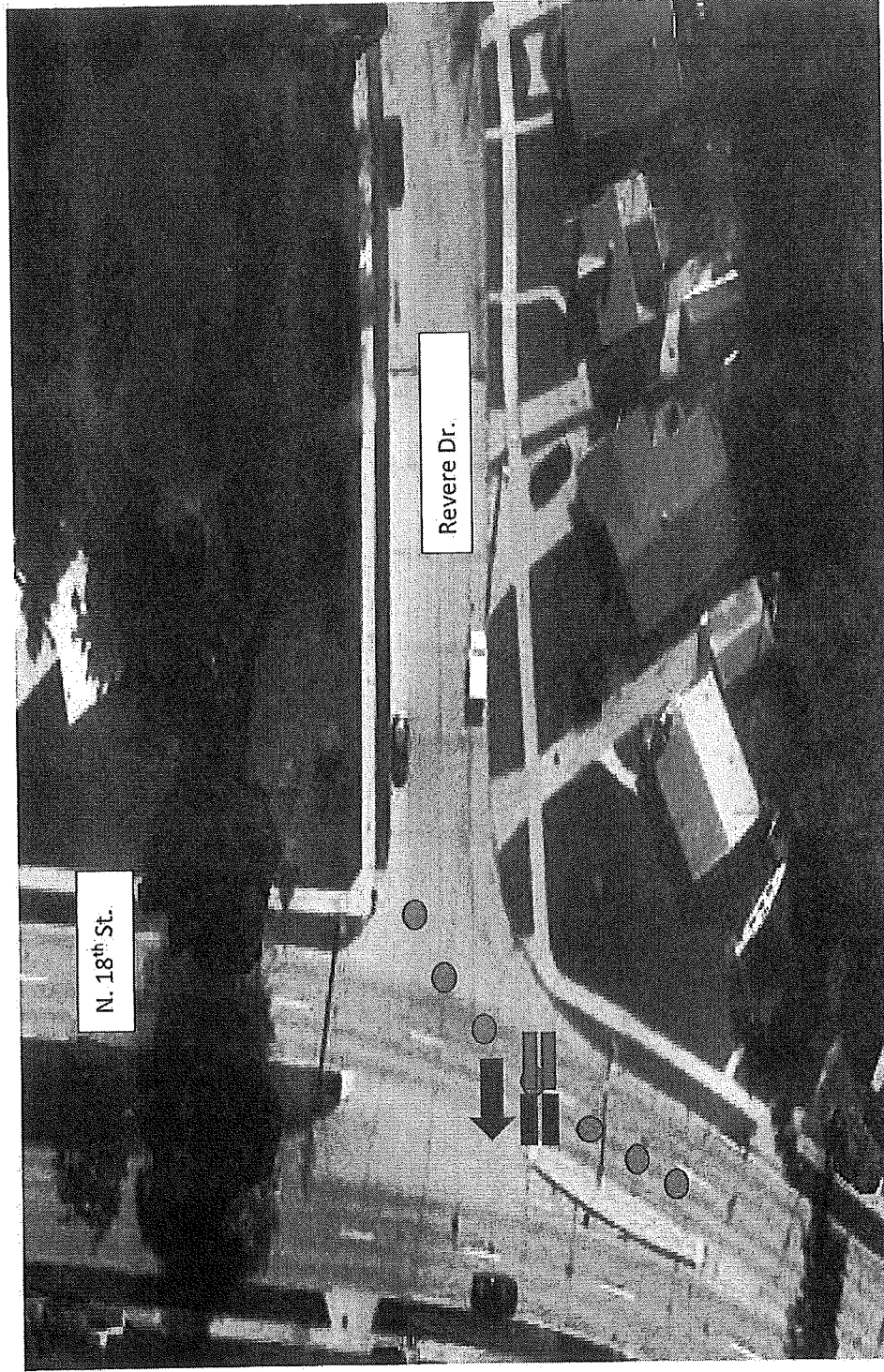
● = Parade Ahead Sign

N. 20th St. at Michigan Ave. Barricades



 = Barricades

N. 18th St. at Revere Dr. Barricade/Cones



N. 18th St.

Revere Dr.

- ≡ Barricade During the Parade
- ≡ Barricade after squad following parade passes you
- = Cones
- ➔ = Squad Car

Memorial Day Parade
Third Shift Assignments

1. Place No parking signs on North and South 8th street from Madison Street to Huron Street and Huron street/Michigan Ave to North 18th Street. Turn push-in no parking signs on Revere Drive from N.18th Street to Michigan Avenue to face traffic.

2. Cone off a parking area for 1 squad on North 17th Street at New York Avenue.