

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/19/2022

EVENT NAME: Lakeshore Holiday Parade

ORGANIZER: City of Manitowoc - Erika Christel

E-MAIL ADDRESS: echristel@manitowoc.org

EVENT DATE: 11/23/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: The 34th Annual Lakeshore Holiday Parade will use the same route as in years past: 20th St and Washington to Park St and N 8th St

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Brock Wetenkamp /ec Jason Freibtoh /ec Kim Lynch /ec Erika Christel	

COUNCIL ACTION REQUIRED:

Road closure for 20th St and Washington to Park St and N 8th St for a 6:30 pm - 8:30 pm parade

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name City of Manitowoc Department of Tourism

Name of Applicant Erika Christel

Street Address 900 Quay St

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-686-3506 (work)

Cell Phone 920-973-4366 (mobile)

Email echristel@manitowoc.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Courtney Hansen

On-Site Cell Phone # 920-973-9508

On-Site Security Contact Name _____

On-Site Security Contact Phone # _____

EVENT INFORMATION

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

Missing Map/Drawing



The 34th Annual Lakeshore Holiday Parade will be the same as in years past. Start is at S 12th St and Washington, finish is at the Rahr-West Art Museum. This parade typically has about 80 floats and a structured lineup.

Event Name 34th Annual Lakeshore Holiday Parade

Location S 12 St and Washington St, to N 8th St and Park St

Staging Area Washington St from 12th to 20th St

Event Date(s) Wednesday, November 23, 2022

Event Start Time 6:30 AM PM

Event End Time 8:30 AM PM

Setup Date(s) 11/23/2022

Setup Start Time 5:30 AM PM

Teardown Date(s) 11/23/2022

Teardown End Time 9:30 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

Public Event YES NO

Estimated Total Attendance 5000

Estimated Attendance 1000
from outside City of Manitowoc

Event Website www.manitowoc.org/lakeshoreholidayparade

FACILITY REQUESTS

- Facility Location _____
- 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) 20th and Washington to Park St on N 8th St
- Timed Route
- Road Crossing Describe where +
if assistance needed Police have typically monitored the corner of Washington and 8th St as the parade floats make the turn.
- Course Marking Describe type
- Sidewalk Describe usage Parade goers will use sidewalk

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground (greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # _____
- Signs/Banners # _____
- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

EVENT FEATURES

- Animals # 50 Type dogs
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 6:30 AM PM
- End Time 8:30 AM PM
- Type of Sound Music, marching band, sirens

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 TBD by DPI TIME _____ AM PM LOCATION _____

PICKUP DATE TBD by DPI TIME _____ 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 _____
- Picnic Tables – 6' wooden _____
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" _____
- 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 _____
 - Sensory Zone signs 4
 - Determined by Streets _____

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 5
- Security stanchions 6
- Snow fence – 50' rolls – plastic _____ wooden _____
- Snow fence – posts _____
- Ticket booths – outdoor _____
- Trash barrels _____
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 80-100

Where do you plan to park vehicles Staging area on Washington St from 20th to 12th

Are there any special parking considerations No parking along staging and parade route
(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 Traffic control, crowd control

Date/Time Nov. 23, 2022 5:30 pm - 9:30 pm

Location Downtown Manitowoc

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 6 / 12 / 1998

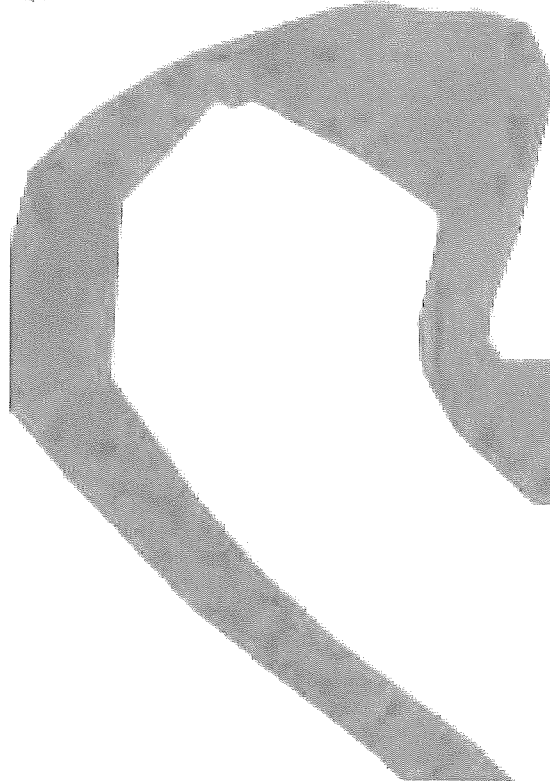
Signature of Applicant: Erika B. Christel Date: 10/18/2022

E-MAIL

PRINT

RAHR/SANTA
FINISH

5th St



RAHR/SANTA
FINISH

5th St

RAHR/SANTA
FINISH

5th St

BATHROOMS



SENSORY ZONE SIGNS



ROAD CLOSURE



STANCHIONS



Park St



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Clark St

Clark St

S Water St

Quay St

Jay St

START

ZIPPERED LINE UP

SENSORY ZONE

WOMT

COOLEST COAST
& JUDGES



Franklin St

Marshall St

Marshall St

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