

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/1/2023

EVENT NAME: Special Event - Memorial Day Parade

ORGANIZER: City of Manitowoc - Haelee Bauer

E-MAIL ADDRESS: hbauer@manitowoc.org

EVENT DATE: 5/29/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Parade and memorial ceremony as in years' past for Memorial Day.
Requesting Citizen Park Recreation Center in case of inclement weather.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Eric Nycz /ec Courtney Hansen /ec Todd Blaser /ec Jason Friebboth /ec	

COUNCIL ACTION REQUIRED:

Approval of road closure for parade

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name City of Manitowoc

Name of Applicant Haelee Bauer

Street Address 900 Quay St.

Mailing Address _____
(If different)

City, State, Zip Manitowoc WI 54220

Primary Phone (920) 686-6980

Cell Phone (920) 242-8742

Email hbauer@manitowoc.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Haelee Bauer

On-Site Cell Phone # (920) 242-8742

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)

Missing Map/Drawing

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 Citizen Park Recreation Center at 10:30 a.m.)

Event Name Memorial Day Parade & Ceremony

Public Event YES NO

Location Parade & 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 29, 2023

Event Start Time 9:00 AM PM

Event End Time 12:00 AM PM

Setup Date(s) 05/29/2023

Setup Start Time 8:00 AM PM

Teardown Date(s) 05/29/2023

Teardown End Time 1:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

- Facility Location Citizen 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 Veteran's Memorial.

- Timed Route
- Road Crossing Describe where +
if assistance 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 & 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 & 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 05/26/2023 TIME ANY AM PM LOCATION Various (see below)
PICKUP DATE 05/30/2023 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 _____
- Handwritten notes:*
◦ 6 chairs on island (1 of which goes by flagpole)
◦ 10 chairs by sidewalk
◦ 40 chairs for Marine Band on slab by Evergreens.
◦ 40 chairs for Clipper City Chordsmen.
◦ Remaining chairs on East 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" _____
- 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 *→ (veterans group uses their own) - podium too -*
- 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 _____

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 & 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 09 / 29 / 1987

Signature of Applicant: Haelee Bauer Date: 01/24/2023

E-MAIL

PRINT