

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/1/2022

EVENT NAME: Fourth on the Shore/Subfest

ORGANIZER: City of Manitowoc - Stacey Groll

E-MAIL ADDRESS: sroll@manitowoc.org

EVENT DATE: 7/4/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION:

Parade from S 8th and Washington to Huron St. Staging area is on S 8th from Madison to Washington St.; picnic & fireworks by the lake; street closures; use of traffic control & parks equipment; additional officers & crossing guards on duty; food & product vendors

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Jason Freiboth/ec Kim Lynch/ec Todd Blaser/ec Dan Koski/ec	

COUNCIL ACTION REQUIRED:

Street Closures for Parade: S 8th St. from Madison to Maritime Dr. and Maritime Dr. from N 8th St to Huron with closure of parking lanes. Fourth on the Shore/Fireworks Closures: Parking lane on E side of Maritime Dr., southbound traffic from Memorial/Waldo roundabout onto Maritime Dr. to be detoured up Cleveland Ave.; closure of S pier

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

Document Attached

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

Fourth on the Shore is an event that spans from the Wisconsin Maritime Museum to the Manitowoc Yacht Club. Participating entities include: Wisconsin Maritime Museum (Subfest), Baymont Inn & Suites, Manitowoc-Two Rivers Y, Manitowoc Marina (Salmon Derby), Sunrise Rotary (Lighthouse Tours), and Manitowoc Yacht Club.

There is a parade at 10 a.m., live entertainment, lighthouse tours, food, product vendors, all the events at the Wisconsin Maritime Museum for Subfest, and the Festival Foods Fireworks at 9:30 p.m.

Event Name Fourth on the Shore, 4th of July Parade, Festival Foods

Public Event YES NO

Location Wisconsin Maritime Museum to the Manitowoc Yacht Club

Estimated Total Attendance 5,000-7,000

Estimated Attendance Unknown
from outside City of Manitowoc

Staging Area Parade: Madison Street to Washington Street

Event Website www.manitowoc.org/fourthontheshore

Event Date(s) July 4th, 2022

Event Start Time 10:00 AM PM

Event End Time 11:00 AM PM

Setup Date(s) 07/04/2022

Setup Start Time 7:30 AM PM

Teardown Date(s) 07/05/2022

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

RECEIVED

MAY 26 2022

CITY OF MANITOWOC
ENGINEERING

R 6639

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 11:00 p.m.
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many 30+
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions

Expected Revenue Unknown

Vendors* → vendors
 Revenue to be used for WMM - Operations/Event Costs
Salmon Derby # → Salmon Derby
Yacht Club # → Yacht club
Lighthouse tours → sunrise rotary

ROUTE

Route map must be submitted with application

- Road Closure Describe location(s) + time(s)
 8 a.m. - 10 a.m. Parade Staging from Madison St. to Washington St.; 10 a.m. - 11 a.m. Parade Route closed for parade; Lane on each side of Maritime Dr. closed from 11 a.m. - 11 p.m. for Fourth on the Shore, SB traffic coming off Memorial/Waldo roundabout onto Maritime Dr. should be detoured up Cleveland Ave. from 10 a.m. - 11 a.m.
- Timed Route
- Road Crossing Describe where + if assistance needed
 1 crossing guard at Maritime Drive and Huron from 12 p.m. - 8 p.m.
 1 crossing guard at Maritime Drive and Buffalo from 12 p.m. - 8 p.m.
- Course Marking Describe type
- Sidewalk Describe usage

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground (greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # 21
- Signs/Banners # 15
- Carnival Rides # _____
- Dumpster # 2
- Stage # 5
- Tent # 3 Size Various
- Other # _____ Describe _____

EVENT FEATURES

- Animals # 20 Type Dogs/Parade
- Fireworks - Time 9:30 p.m.
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 10:00 AM PM
- End Time 11:00 AM PM
- Type of Sound Live Bands and Fireworks

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 07/01/2022 TIME Anytime AM PM LOCATION Various

PICKUP DATE 07/05/2022 TIME Anytime 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' - (YMCA Lot)

Portable Bandwagon - 35'x8' - (West of Wisconsin Maritime Museum)

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 40 (20 under stage tent in Baymont/WMM Lot; 10 west of WMM; 10 near staging in YMCA Lot)
 - Bleachers - 15'x5' portable _____
 - Chairs - metal, folding 35 (in lot west of Wisconsin Maritime Museum)
 - Picnic Tables - 6' wooden _____
 - Picnic Tables - 8' wooden, ADA accessible _____
- 40 total mix of each type at each location:
10 Mtwc. Yacht Club
20 Baymont/WMM Lot
10 YMCA Lot

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 _____
 - _____
 - _____

West of WMM Lot:
2- 8-ft (or equivalent) for banners
2- 8-ft @ entrance of lot

YMCA Lot:
2- 12-ft for entrance/exit
4- 12-ft for passage between V and Marina

Baymont/WMM Lot:
8- 8-ft. barricades & 15 cones

PD puts out cones for lane closures
signage for all street closures
signage for detour up Cleveland Ave.

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 _____

Block off 2 parking spaces on ea. side of south pier entrance (for pyrotechnicians)

Block south pier entrance

All trash needs are contracted w/ private company for this event - leave regular public trash cans in places they usually are.

VEHICLES

Parking must be Included on site map

Expected number of vehicles hundreds throughout day/night

Where do you plan to park vehicles along Maritime Drive, some parking lots, side streets

Are there any special parking considerations Parking lots have handicap accessible parking
(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 SEE 'ROUTE' SECTION OF APPLICATION RE: CROSSING GUARDS

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 _____

Signature of Applicant: 

Date: 05/23/2022

E-MAIL

PRINT