

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 4/6/2022

**EVENT NAME:** Lakeshore Balloon Glow

**ORGANIZER:** Chamber of Manitowoc Co. - Karen Nichols

**E-MAIL ADDRESS:** knichols@chambermanitowoccounty.org

**EVENT DATE:** 8/19/2022

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Closure of Quay St. betw. S 6th & 8th; use of Briess lot & library grounds; inflation of hot air balloons; food & beverage sales; music & kids inflatables; use of electricity, traffic control items, tables, benches, trash cans, ticket booths, & trolley; street sweeper needed; fireworks; waterski show; temp. no parking on S 8th & Quay

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE

DENY

**COUNCIL ACTION REQUIRED:**

4 hour closure of Quay St. between S 6th & S 8th Sts.

**ITEMS TO INCLUDE IN LETTER:**



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name The Chamber of Manitowoc County  
 Name of Applicant Karen Nichols  
 Street Address 1515 Memorial Drive  
 Mailing Address \_\_\_\_\_  
 (if different)  
 City, State, Zip Manitowoc, WI 54220  
 Primary Phone 920-684-5575  
 Cell Phone 920-242-6110  
 Email Knichols@chambermanitowocounty.org  
 Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
 On-Site Contact Karen Nichols  
 On-Site Cell Phone # 920-242-6110  
 On-Site Security Contact Name Adam Tegen  
 On-Site Security Contact Phone # 715-741-1200

### EVENT INFORMATION

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

Missing Map/Drawing

Lakeshore Balloon Glow  
 Friday, August 19th, 2022  
 5pm-9:00pm  
 Event will include:  
 Water Ski Show  
 Balloon Glow  
 Various strolling entertainers  
 Childrens Area including Bounce Houses  
 Fireworks  
 Food trucks  
 Beer, water and soda sales

Event Name Lakeshore Balloon Glow

Public Event YES  NO

Location Quay St. between S. 8th and S. 7th  
 Briess Parking Lot  
 MPL parking lot

Estimated Total Attendance 4000

Estimated Attendance 400  
 from outside City of Manitowoc

Staging Area \_\_\_\_\_

Event Website Chamber of Manitowoc County

Event Date(s) August 19, 2022

Event Start Time 5:00 AM  PM

Event End Time 9 AM  PM

Setup Date(s) 08/19/2022

Setup Start Time 1:00 AM  PM

Teardown Date(s) 08/19/2022

Teardown End Time 10 AM  PM   
 (Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

PERMITS

CITY OF MANITOWOC  
 ENGINEERING

A/N  
 6473

**FACILITY REQUESTS**

- Facility Location \_\_\_\_\_
- Mariner's Trail FROM \_\_\_\_\_ TO \_\_\_\_\_
- Athletic Field(s) Request \_\_\_\_\_
- Special Power Requirements Access to electrical panels in the Brie
- Special Lighting (ex. ball diamonds) \_\_\_\_\_
- ADA Accommodations \_\_\_\_\_

**VENDORS & MONEY EXCHANGE**

- Alcohol Sales  Request for Extension of Premises  
 Class B License
- Alcohol Served End Time 9:00pm
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many 15 Food Trucks
- 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) Quay Street between 8th and 6th 5pm-9pm

- 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

- Staking Structures into Ground (greater than 6")
- Fencing
- Bounce House # 4
- Portable Restrooms # 12
- Signs/Banners # \_\_\_\_\_
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

**EVENT FEATURES**

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time 8:30pm
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_
- Water Ski Show 6:00pm

**SOUND**

- Amplified Sound
- Start Time 5:00 AM  PM
- End Time 9:00 AM  PM
- Type of Sound DJ

## 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](http://www.manitowoc.org).

DELIVERY DATE 8/19/2022 TIME 1:00 AM  PM  LOCATION Library Parking Lot  
PICKUP DATE 8/19/2022 TIME 10:00 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" 24
- Benches - 4' wooden 12
- Bleachers - 15'x5' portable \_\_\_\_\_
- Chairs - metal, folding \_\_\_\_\_
- Picnic Tables - 6' wooden 34
- Picnic Tables - 8' wooden, ADA accessible \_\_\_\_\_

### TENTS

- Tent - 10'x20' \_\_\_\_\_

### TRAFFIC CONTROL ITEMS

- Barricades - 2' \_\_\_\_\_
- Barricades - 3' \_\_\_\_\_
- Barricades - 8' \_\_\_\_\_
- Barricades - 12' rail-type 14
- Channelizer drums - 3' reflective \_\_\_\_\_
- Cones - 18" \_\_\_\_\_
- Cones - 28" reflective 20
- 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 3
- Trash barrels 12 (in 2021)
- Other City Trolley \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 1000

Where do you plan to park vehicles On streets surrounding the event in addition to off-site lots at the Marina, Burger Boat Hé

Are there any special parking considerations  
(MP, 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 Walk throughs to ensure a safe event for all attending

Date/Time 8/19/2022 5-9pm

Location Quay Street between 8th and 6th

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?

This is a community event with no admission charged to attendees. It is our intent to continue to offer this as a free fun family event. The proceeds for this event are intended to assist the City of Manitowoc in Downtown Improvements. We also save funds for future events that may be cancelled due to inclement weather but still require payment.

We are also requesting the use of the City Trolley. We were fortunate to have the City allow this last year. This year we would like to increase the pick up spots to include the Marina, Burger Boat Corporate Headquarters parking lot and the Lincoln High School JFK Parking Lot. This will help with parking issues that arise when thousands of people flock our downtown.

**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 01/27/1960

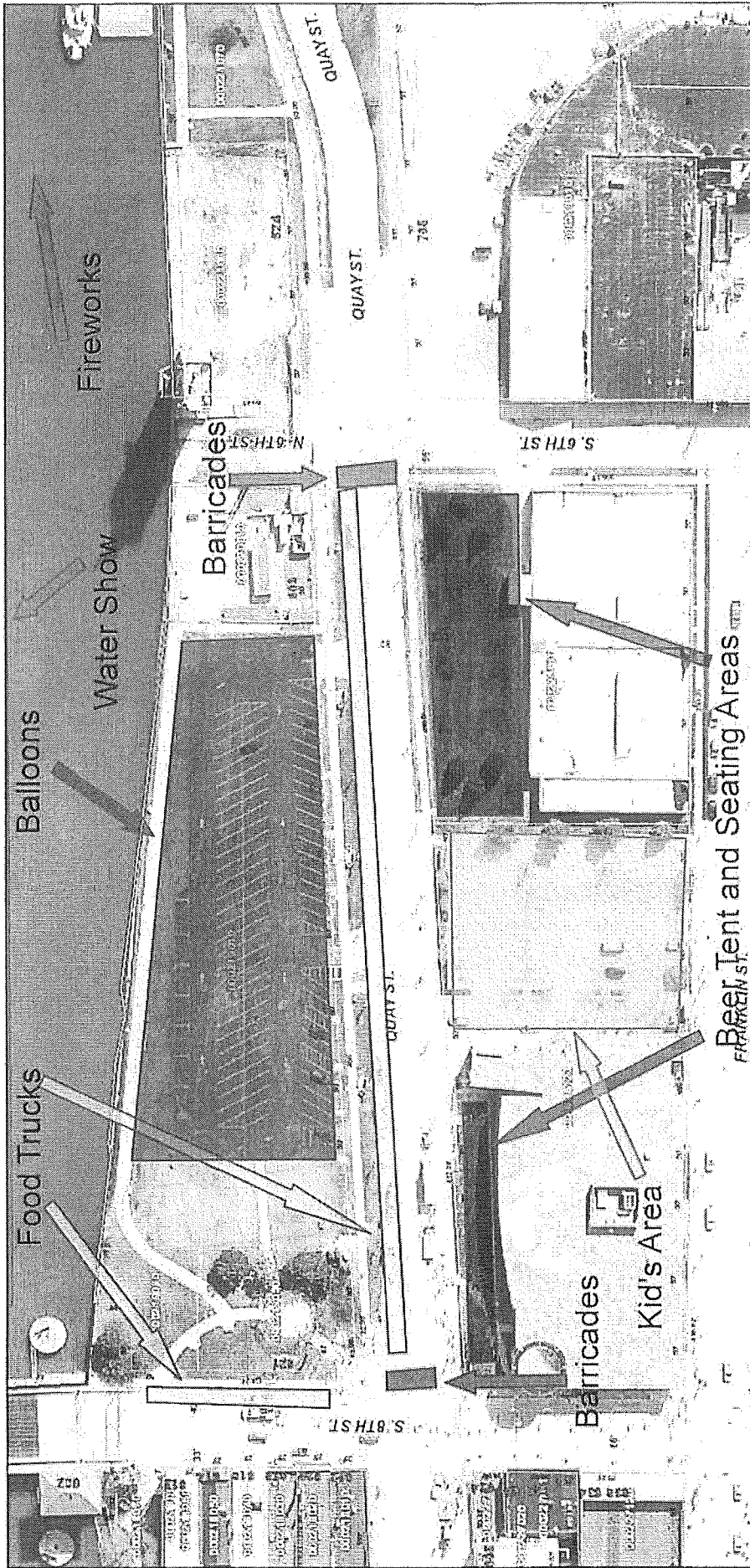
Signature of Applicant: Karen Michaels

Date: 3/30/2022

E-MAIL

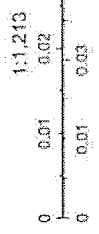
PRINT

# Balloon Glow 2022



3/29/2022, 2:21:41 PM

- Lot Dimension Leaders
- Water
- Manitowoc Aerial (2020)
- Corporate Limits
- <all other values>
- Corporate Limits
- Blue: Band\_3
- Red: Band\_1
- Green: Band\_2



## **Sandy Ronski**

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**From:** Adam Tegen  
**Sent:** Thursday, March 31, 2022 9:29 AM  
**To:** Sandy Ronski  
**Cc:** Karen Nichols  
**Subject:** Balloon Glow Special Events application  
**Attachments:** Balloon Glow Special Events Application 2022.pdf; Balloon Glow Map 2022.pdf

Good morning Sandy,

Attached is the application and map for the Balloon Glow event in 2022. If you have any questions or need additional information please let me or Karen at the Chamber know. We will be happy to attend the meeting with the special events committee to work through any questions. In case you do not have it, Karen's information is:

Karen Nichols  
Executive Director  
The Chamber of Manitowoc County  
Office 920-684-5575  
Mobile 920-343-6110

Sincerely,

Adam