

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 1/11/2023

**EVENT NAME:** Studebaker Parade

**ORGANIZER:** Steve Kanter - Studebaker Drivers Club

**E-MAIL ADDRESS:** [steve.kanter@gmail.com](mailto:steve.kanter@gmail.com)

**EVENT DATE:** 9/13/2023

**NEW OR RECURRING:** New

**LOCATION/DESCRIPTION:** Parade of approx. 100 Studebaker cars starting at UWGB Manitowoc Campus and heading north on 10th and 8th St to Martime Dr up to Two Rivers. Route was created and approved by PD.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

<b>APPROVE</b>	<b>DENY</b>
Courtney Hansen /ec Brock Wetenkamp /ec Eric Nycz /ec Todd Blaser /ec Jason Freiboth /ec	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

The City looks forward to your event and appreciates the excitement City residents feel watching these vehicles drive past. Please remind drivers that traffic laws will be enforced during the parade. Drivers doing burnouts or other unlawful behavior may receive traffic citations. We hope that by warning drivers of the potential consequences, we can prevent this behavior and keep the parade a fun and safe environment for all.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Wisconsin Region Studebaker Drivers Club  
 Name of Applicant Steve Kanter  
 Street Address 4825 River Heights Dr.  
 Mailing Address \_\_\_\_\_  
 (if different)  
 City, State, Zip Manitowoc, WI 54220  
 Primary Phone 920-242-0240  
 Cell Phone 920-242-0240  
 Email Steve.Kanter@gmail.com  
 Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
 On-Site Contact Steve Kanter  
 On-Site Cell Phone # 920-242-0240  
 On-Site Security Contact Name Same as above  
 On-Site Security Contact Phone # \_\_\_\_\_

### EVENT INFORMATION

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

### Missing Map/Drawing

Check box to Attach Required Map/Drawing

We are holding a 5 day event - 59th Annual Studebaker Drivers Club International Meet at the County Fairgrounds from September 12-16. This event will draw over 1,000 people and hundreds of antique Studebakers to the area. On Wednesday, September 13, we would like to have a parade of approximately 100 cars leave the fairgrounds and drive to Two Rivers. We will be promoting this as a public event through the media with the hopes of drawing spectators along the route to see the Studebakers. The parade would end in Two Rivers, Wisconsin - we will work with them to get a permit for Two Rivers and figure out parking at the end. I worked on the Cool City Parade committee for many years - so I'm thinking this would be a similar albeit smaller parade. We would like the parade to begin at 6 p.m.

Event Name Studebaker Parade  
 Location Route from the fairgrounds to Two Rivers  
 Staging Area Manitowoc County Fairgrounds  
 Event Date(s) September 13, 2023  
 Event Start Time 6 AM  PM   
 Event End Time 9 AM  PM   
 Setup Date(s) September 13, 2023  
 Setup Start Time 4 AM  PM   
 Teardown Date(s) September 13, 2023  
 Teardown End Time 9 AM  PM   
 (Event to be cleaned by 9 a.m. on day following the event)

Public Event YES  NO   
 Estimated Total Attendance 500-1,000 along route  
 Estimated Attendance 200  
 from outside City of Manitowoc  
 Event Website https://studebakerdriversclub.com

## FACILITY REQUESTS

Facility Location \_\_\_\_\_

Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_

Athletic Field(s) Request \_\_\_\_\_

Special Power Requirements \_\_\_\_\_

Special Lighting \_\_\_\_\_  
(ex. ball diamonds)

ADA Accommodations \_\_\_\_\_

## ROUTE

Route map must be submitted with application

Road Closure  
Describe location(s)  
+ time(s)

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 # \_\_\_\_\_

Portable Restrooms # \_\_\_\_\_

Signs/Banners # \_\_\_\_\_

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 \_\_\_\_\_

## EVENT FEATURES

Animals # \_\_\_\_\_ Type \_\_\_\_\_

Fireworks - Time \_\_\_\_\_

Drone # \_\_\_\_\_

Lights/Spotlights # \_\_\_\_\_

Carnival Rides # \_\_\_\_\_

Dumpster # \_\_\_\_\_

Stage # \_\_\_\_\_

Tent # \_\_\_\_\_ Size \_\_\_\_\_

Other # \_\_\_\_\_ Describe \_\_\_\_\_

## SOUND

Amplified Sound

Start Time \_\_\_\_\_ AM PM

End Time \_\_\_\_\_ AM PM

Type of Sound \_\_\_\_\_

## 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 \_\_\_\_\_ TIME \_\_\_\_\_ AM  PM  LOCATION \_\_\_\_\_  
PICKUP DATE \_\_\_\_\_ 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 \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

### 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 \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles \_\_\_\_\_

Where do you plan to park vehicles \_\_\_\_\_

Are there any special parking considerations \_\_\_\_\_  
(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 Need a police escort to Two Rivers to go through stop lights

Date/Time September 13, 2023

Location Manitowoc County Fairgrounds

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.

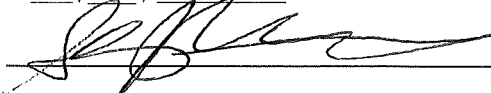
Do you have any questions/comments/additional requests?

**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.

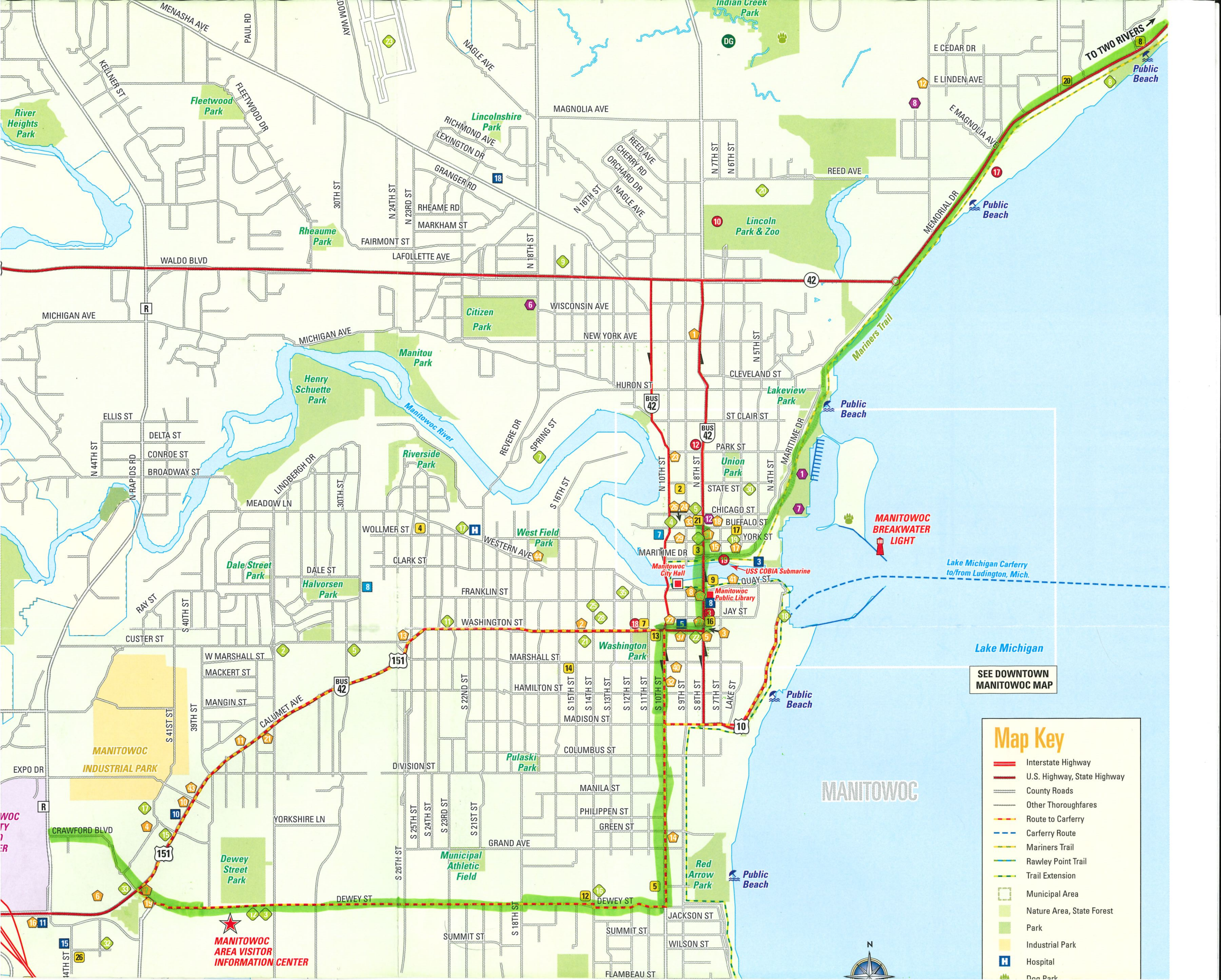
Date of birth of applicant 1/1

Signature of Applicant: 

Date: 1-3-23







SEE DOWNTOWN  
MANITOWOC MAP

### Map Key

- Interstate Highway
- U.S. Highway, State Highway
- County Roads
- Other Thoroughfares
- Route to Carferry
- Carferry Route
- Mariners Trail
- Rawley Point Trail
- Trail Extension
- Municipal Area
- Nature Area, State Forest
- Park
- Industrial Park
- H Hospital
- D Dog Park

**MANITOWOC  
AREA VISITOR  
INFORMATION CENTER**

