

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 4/17/2024

**EVENT NAME:** Manitowoc Bay Classic

**ORGANIZER:** Downtown Manitowoc - Stephanie Bonde

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

**EVENT DATE:** 6/16/2024

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** The Maritime Bay Classic, part of Tour of America's Dairyland series, returns to downtown Manitowoc. On race day, downtown transforms into a race course. The City of Manitowoc is a partner for this event.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Granted

**COMMITTEE DECISION:**

APPROVE	DENY
Dan Koski /ch Courtney Hansen / ch Todd Blaser / ch Jason Freiboth / ch Eric Nycz / ch	

**COUNCIL ACTION REQUIRED:**

Road closure of part of N 8th Street, State Street, N 7th Street, Chicago Street, Buffalo Street, York Street and N 6th Street.

**ITEMS TO INCLUDE IN LETTER:**

Organizer is responsible for alerting the affected property owners and/or residents of the street closure.



Thursday, April 11, 2024

## Special Event Application

### Approval Status

Not Started

### General Event Information

Event name	Maritime Bay Classic
Location	Downtown Manitowoc. Map Attached.
Date	Sunday, June 16, 2024
Event time	9:00 AM - 9:00 PM
Setup date & time	Sunday, June 16, 2024 08:00
Takedown date & time	Sunday, June 16, 2024 21:00

### Applicant Information

Name of Applicant	Stephanie Bonde
Organization name	Downtown Manitowoc
Address	PO Box 845 Manitowoc, WI, 54220
Email	downtownmanitowoc@gmail.com
Phone number	(920) 905-7055
On-site contact name & phone number	Eric Schram, 920-629-1069
Security name & phone number	see above (Eric)

### Event Details

If any questions are not applicable, you can leave them blank.

### Event description

The Maritime Bay Classic will be one of the 11 events of the Tour of America's Dairyland presented by Kwik Trip (ToAD) bicycle racing series. The series runs from June 13th thru 23rd and will feature several racing categories of cyclists competing throughout the day. The series has regularly drawn 1,100 cyclists from around the country and the world with each location drawing an average of 450 riders. In addition to these cyclists, we anticipate rider's family members, friends, and other bicycle race enthusiasts will converge on Manitowoc's downtown for a full day of cycling excitement.

**Estimated total attendance** 2000

**Estimated total attendance from outside Manitowoc** 500

**Event website** <https://www.tourofamericasdairyland.com/>

### Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Temporary Class "B" License, and provide Liquor Liability to the Clerk's Office.

**Select all that apply to the event** Food or drink sales

### Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

#### Road Closure

Please see map attached

**Time of amplified sound** 10:00 AM - 9:00 PM

**Amplified sound type** announcements over speaker system, music

### Event Structures

**Select all that apply** Fencing Portable restrooms

### Safety & Security

Depending on the size and nature of the event, the City may require medical and security services. Organizers should have a first aid kit at the minimum. Events that serve alcohol must ensure patrons are 21 years or older and at least one licensed bartender is on site.

**Describe any assistance the event needs from the Police Dept. and/or Fire Dept.**

this event will require no parking signs put on relevant streets for day of 6/16

### Equipment & Facility Requests

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 12  
**\$6 max 30**

Parks items

Post pounder

Power pedestal

Safety vests 10  
**\$4 max. 20**

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20'

Ticket booth

Trash barrels 4  
**\$6 max. 50**

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' 40  
**\$8**

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28" 200  
**\$5.50**

Delineators 42" 60  
**\$5.50**

"Road Closed" signs

"Road Closed Ahead" signs

**Est. equipment cost per day** 1814

#### **Equipment request notes**

Requesting that items be dropped off at end of day on 6/15 around race course and picked up morning of 6/17.

## Waiver of Fees

Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not guaranteed. This waiver does not waive late application, late application, and cancellation fees. Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

**Are you requesting a Waiver of Fees?**

Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

**Why should this Waiver of Fees be granted?**

Downtown Manitowoc is a nonprofit, registered under Manitowoc City Center Association since 2015. This event is a recurring event and we're pleased to bring this event back to Manitowoc for the fourth consecutive year. Each year, the event has grown as one of the premier events of the series. We thank you for your support, and request waiver of fees for our event.

## Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

**Upload map and supporting documents**



Race Course\_2023 Maritime ... .pdf

## Legal Notice and Submission

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.

**Applicant date of birth**

Tuesday, December 17, 1985

**Sign**

Stephanie Bonde

# 2023 TOUR OF AMERICA'S DAIRYLAND

MANITOWOC- SUNDAY, JUNE 18TH



## Legend

- 2023 Tour of America's Dairyland- Manitowoc
- BANDSHELL & BEER GARDEN
- CORNER
- START/FINISH STAGE

