

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 9/29/2021

**EVENT NAME:** Lakeshore Holiday Parade

**ORGANIZER:** City of Manitowoc - Stacey Groll

**E-MAIL ADDRESS:** sgroll@manitowoc.org

**EVENT DATE:** 11/24/2021

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Holiday parade from S 12th & Washington to N 8th & Park Sts., Sensitive  
Sensory Zone from S 12th to S 10th St.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

**APPROVE**

**DENY**

Shawn Alfred/sr  
Todd Blaser/sr  
Jason Freiboth/sr  
Dan Koski/sr  
Liz Majerus/sr

**COUNCIL ACTION REQUIRED:**

Closure of Washington St. from S 19th to S 8th St. and 8th Street from Washington to Park St.

**ITEMS TO INCLUDE IN LETTER:**



# City of Manitowoc

## 2021 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

RECEIVED

SEP 24 2021

CITY OF MANITOWOC  
ENGINEERING

Document Attached

### EVENT INFORMATION

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



Attached are two maps. The Holiday Parade Route simply shows the route direction, the Sensory Sensitive Zone we plan to enact this year, the beginning and end of the parade, and where the restrooms will be located.

Event Name 33rd Annual Lakeshore Holiday Parade

Public Event YES ☒ NO ☐

Location Downtown Manitowoc from S. 12th to S. 8th, then north to Park Street

Estimated Total Attendance 5,000

Estimated Attendance 1,000  
from outside City of Manitowoc

Staging Area Washington Street from S. 12th to S. 20th

Event Website www.manitowoc.org/LakeshoreHolidayParade

Event Date(s) Wednesday, November 24th, 2021

Event Start Time 6:30 AM ☐ PM ☒

Event End Time 8:30 AM ☐ PM ☒

Setup Date(s) 11/24/2021

Setup Start Time 5:30 AM ☐ PM ☒

Teardown Date(s) 11/24/2021

Teardown End Time 9:30 AM ☐ PM ☒  
(Event to be cleaned by 9 a.m. on day following the event)

## 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 \_\_\_\_\_
- ☐ 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) Washington Street from S. 19th to S. 8th Street and N. & S. 8th Street from Washington Street to Park Street
- ☐ Timed Route
- ☒ Road Crossing Describe where +  
if assistance needed Police have typically monitored the corner of S. 8th and Washington as the parade entrants make turn onto S. 8th Street. We've also had people with animals use the sidewalk to cross the bridge to prevent injury.
- ☐ 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 # \_\_\_\_\_
- ☐ Carnival Rides # \_\_\_\_\_
- ☐ Dumpster # \_\_\_\_\_
- ☐ Stage # \_\_\_\_\_
- ☐ Tent # \_\_\_\_\_ Size \_\_\_\_\_
- ☐ Other # \_\_\_\_\_ Describe \_\_\_\_\_

## EVENT FEATURES

- ☒ Animals # 25 Type Dogs
- ☐ Fireworks - Time \_\_\_\_\_
- ☐ Drone # \_\_\_\_\_
- ☐ Lights/Spotlights # \_\_\_\_\_

## SOUND

- ☒ Amplified Sound
- Start Time 6:30 AM ☐ PM ☒
- End Time 8:30 AM ☐ PM ☒
- Type of Sound Music and sirens

## 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 TBD by DPI TIME AM ☐ PM ☐ LOCATION

PICKUP DATE TBD by DPI 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 \_\_\_\_\_  
     ☒ Sensory Sensitive Zo     4  
     ☒ Others as det. by DPI \_\_\_\_\_

### 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 80-100

Where do you plan to park vehicles Park temporarily in staging area from 5:30 p.m. - 6:30 p.m.

Are there any special parking considerations No parking in the staging area and parade route  
(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 Traffic control as determined by MTPD

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?

I believe DPI and MTPD have all the necessary info for closing streets, traffic control, use of barricades, etc. The only change this year from 2019's parade is the Sensory Sensitive Zone that will be from S. 12th Street to S. 10th Street.

I'd like to have 4 diamond construction looking signs to designate this area:

2 at S. 12th Street (one on each side of Washington so parade entries and attendees can see it as they approach it) I'd like these signs to say SENSORY SENSITIVE ZONE START.

I'd like to have 2 at S. 10th Street (one on each side of Washington so parade entries and attendees can see it as they approach it) I'd like these signs to say SENSORY SENSITIVE ZONE FINISH.

## 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 12 / 18 / 1976

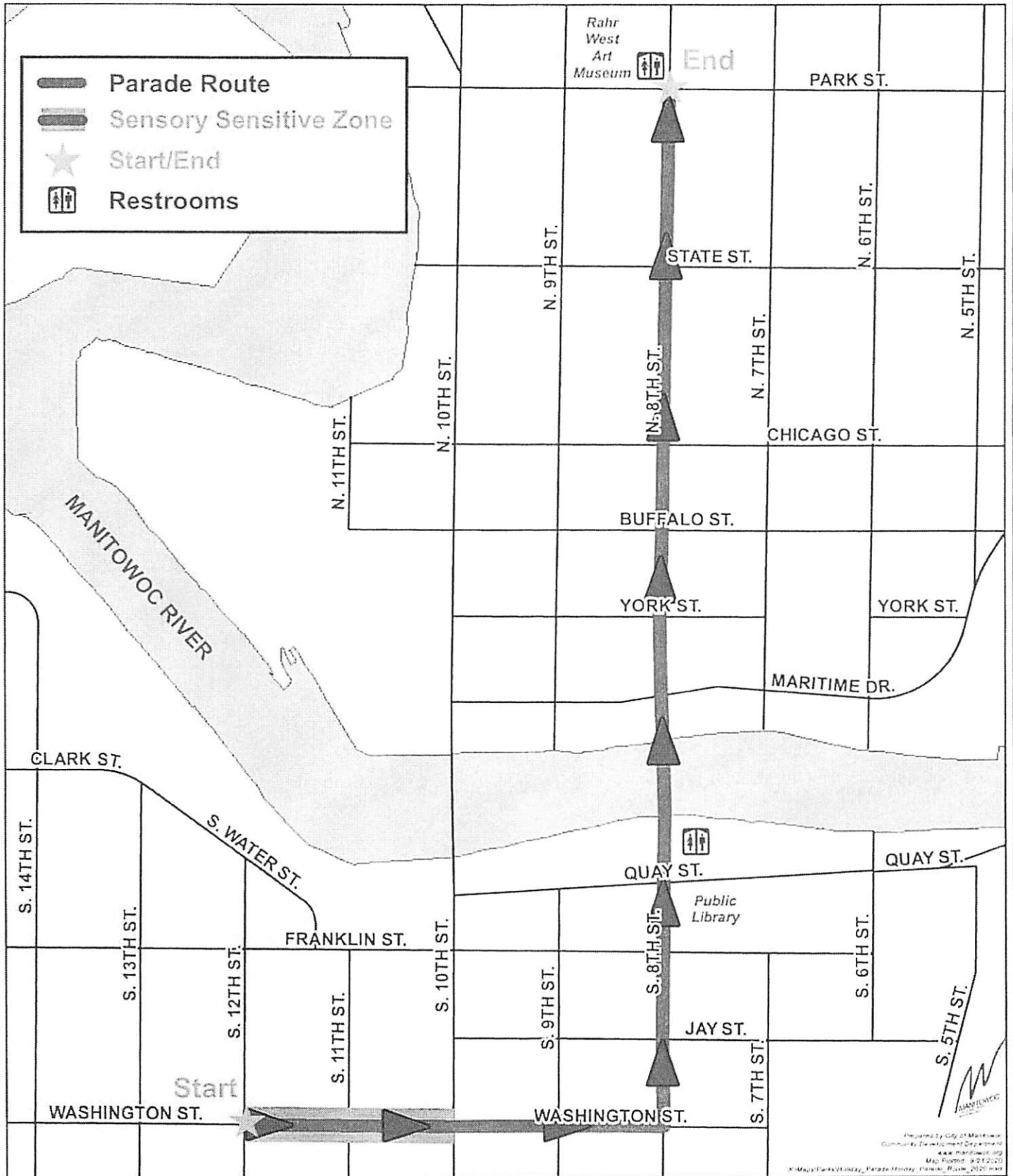
Signature of Applicant: Stacey Groll

Date: 09/24/2021

E-MAIL

PRINT

# City of Manitowoc Lakeshore Holiday Parade





# City of Manitowoc Lakeshore Holiday Parade



## Parade Entry Line Up

