

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/15/2024

EVENT NAME: Fourth on the Shore

ORGANIZER: Visit Manitowoc - Courtney Hansen

E-MAIL ADDRESS: chansen@manitowoc.org

EVENT DATE: 7/4/2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: The city's Independence Day celebration complete with a parade, food, drinks, live entertainment, vendors and fireworks. The event spans from downtown and the Wisconsin Maritime Museum to the Yacht Club. Various partners collaborate with the City to put on the day's festivities.

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 for parade and lane closure on Maritime Drive for parking, waiver of sound ordinance

ITEMS TO INCLUDE IN LETTER:

--



Tuesday, May 14, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Fourth on the Shore
Location	Parade route and Wisconsin Maritime Museum to Yacht Club
Date	Thursday, July 4, 2024
Event time	10:00 AM - 11:00 PM
Setup date & time	Thursday, July 4, 2024 07:30
Takedown date & time	Thursday, July 4, 2024 23:00

Applicant Information

Name of Applicant	Courtney Hansen
Organization name	Visit Manitowoc
Address	824 S 8th Street Manitowoc, WI, 54220
Email	chansen@manitowoc.org
Phone number	(920) 973-9508
On-site contact name & phone number	Courtney Hansen - 920-973-9508
Security name & phone number	Same as above

Event Details

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

Event description

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 occurs in conjunction), Inn on Maritime Bay, YMCA, Manitowoc Marina (Salmon Derby), Sunrise Rotary (Lighthouse Tours/Open House), and Manitowoc Yacht Club.

The parade kicks off the festivities at 10 am. Throughout the day and evening, there is live music,

lighthouse tours, food, product vendors, and more. The Festival Foods fireworks show concludes the evening at 9:30 pm.

Wisconsin Maritime Museum contact for things in their lot/Subfest: Karen Duvalle 920-374-4004

Estimated total attendance 6000

Estimated total attendance from outside Manitowoc 1000

Event website <https://www.visitmanitowoc.com/event/fourth-on-the-shore/9/>

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

Alcohol sales	Food or drink sales	Vendor(s)
Food Trucks		

Route & Road Usage

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

Road Closure

Parade staging area: Madison Street to Washington Street
Staging from 8 am to 10 am

Parade route begins at 8th and Washington Street (Courthouse Pub) and extends down 8th Street, turns right onto Maritime Drive and disbands/turns left to exit route at Huron Street.
Parade route closed 10 am to 11 am

Lane of each side of Maritime Drive closed from 11 am to 11 pm for Fourth on the Shore parking

No changes to route/road closure requests

Road Crossing Crossing guard at Maritime Dr and Huron 12 pm - 8 pm and 1 at Maritime Drive and Buffalo 12 pm to 8 pm

Where are cars parking? Downtown during day, beyond/residential for fireworks show

Time of amplified sound 10:00 AM - 11:00 PM

Amplified sound type Music

Event Structures

Select all that apply

Animals	Fireworks	Portable restrooms
Waste removal service		

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.

Will stay in contact on weather for fireworks. Rain date would be 7/5/24 for fireworks show.

Courtney's work cell is (920) 973-9508.

Back up: Courtney's personal cell is (920) 901-9577.

Equipment & Facility Requests

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8' 1
\$680 max. 1

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4' 30
\$6 max 40

Metal folding chairs 55
\$2 max 200

Picnic tables 6' 40
\$6 max 20

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' 8
\$8

Barricades 12' rail type 7
\$6

Channelizer drums 3'

Cones 18" 17
\$5.50

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Est. equipment cost per day 1467.50

Equipment request notes

All equipment is same as 2023. Only change is nothing will be in the lot to the West of the WMM. The bandshell, benches and chairs normally here will be in the YMCA lot.

Bandshell to be placed in YMCA parking lot (new location this year)

Benches: 20 under tent in WMM East lot, 10 at YMCA

Folding Chairs: at YMCA lot near bandshell

Picnic Tables: Have requested 40 tables in the past. 10 at Yacht Club. 20 at WMM East Lot and 10 at YMCA lot.

Barricades 8ft: WMM East lot - 8

Barricades 12 ft: YMCA - 2 for entrance, 4 for Marina/YMCA lot passage, one for lot North of WMM for entrance closure

Cones: Additional cones and signage needed for street closures. Detour signage for up to Cleveland Ave, block two parking spaces with cones at South pier for fireworks, block off south pier entrance

Need 2 power pedestals

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?

City 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



Questions and comments

Please put up no parking signs for parade route.

Legal Notice and Submission

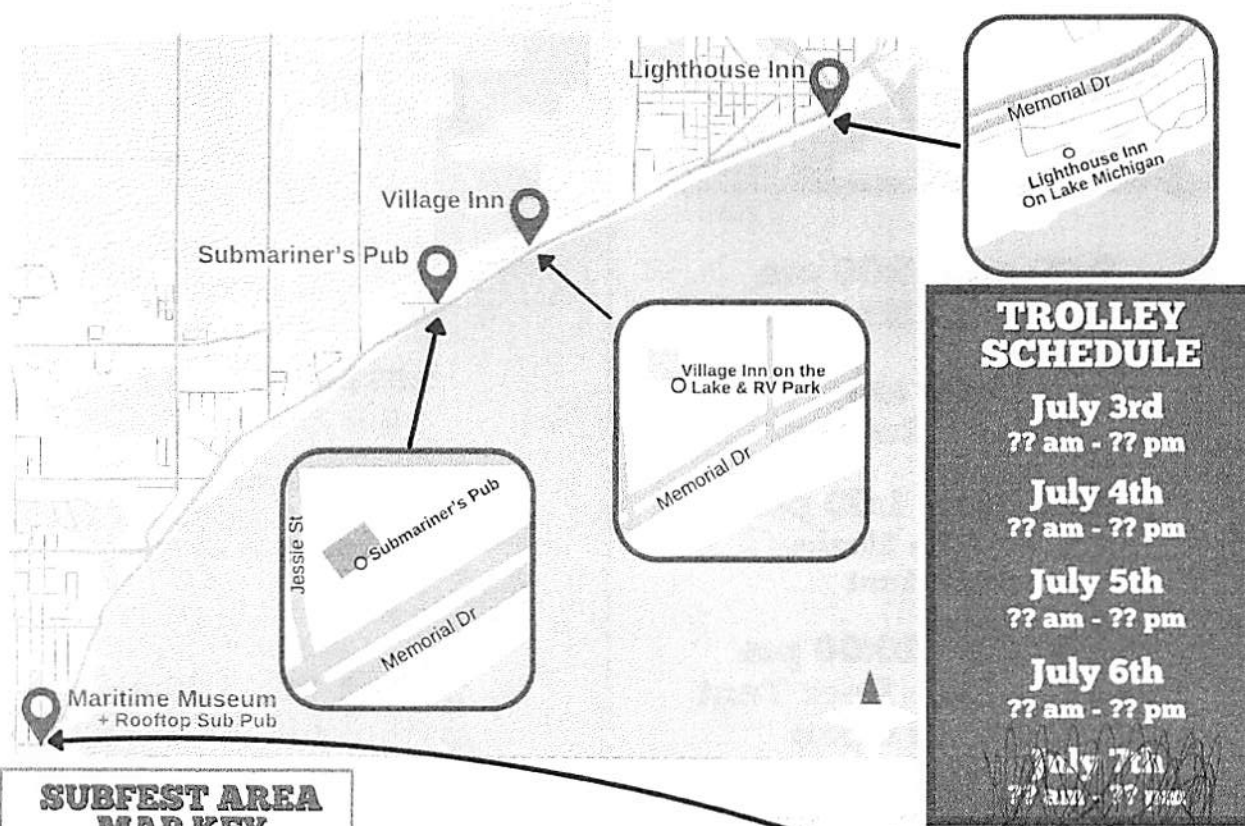
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees 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

Thursday, December 16, 1993

Sign

Courtney Hansen



TROLLEY SCHEDULE

July 3rd
?? am - ?? pm

July 4th
?? am - ?? pm

July 5th
?? am - ?? pm

July 6th
?? am - ?? pm

July 7th
?? am - ?? pm

The WISCONSIN MARITIME MUSEUM presents the 9th Annual **SUBFEST** July 4 - 7th

9

Live Music • Food Trucks
Veteran Roundtables
Tolling the Boats Ceremony
Submarine History Presentations
Trolley to Submariner's Pub + Village Inn & Lighthouse Inn

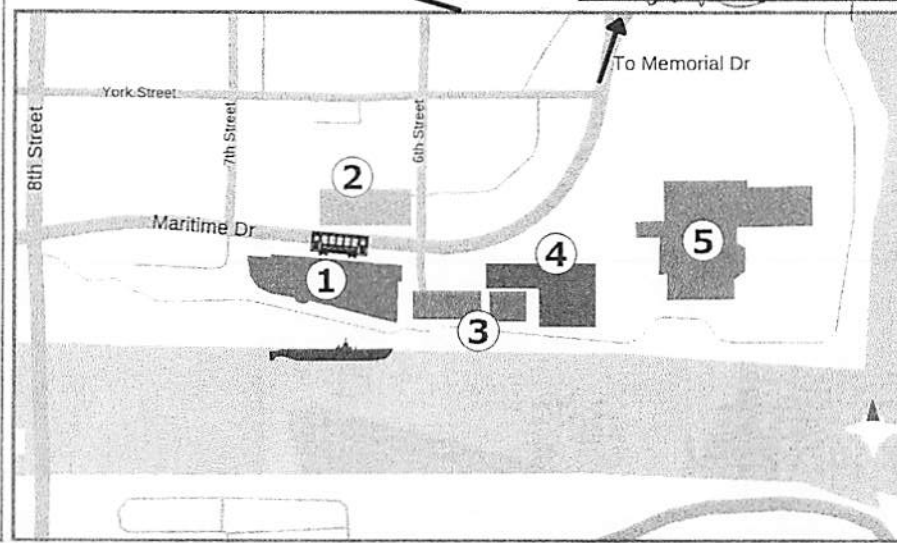
Discounted Admissions

\$5 Admission • July 4th only

Free Admission for all Military Personnel
Active Duty • Retired • Veteran
July 4-7th

SUBFEST AREA MAP KEY

- 1** Wisconsin Maritime Museum
• Sub Pub
• USS Cobia
• Trolley Pickup
- 2** • All Ages Hands on Activities
- 3** • Music Tent
• Beer Tent
- 4** • Food Trucks
- 5** The Inn on Maritime Bay



#SubFest2024

East of WMM



- barricade
- portable restrooms
7 standard, 1 ADA, 1 handwashing

— trash units

North of WMM



■ barricade

🗑 trash units

■ portable restroom

YMCA Lot - Vendors & Bandwagon



orange rectangle barricade

blue rectangle portable restrooms
3 standard, 1 ADA, 1 handwashing

trash can icon trash units

Marina Lot



— barricade

— portable restroom

trash unit

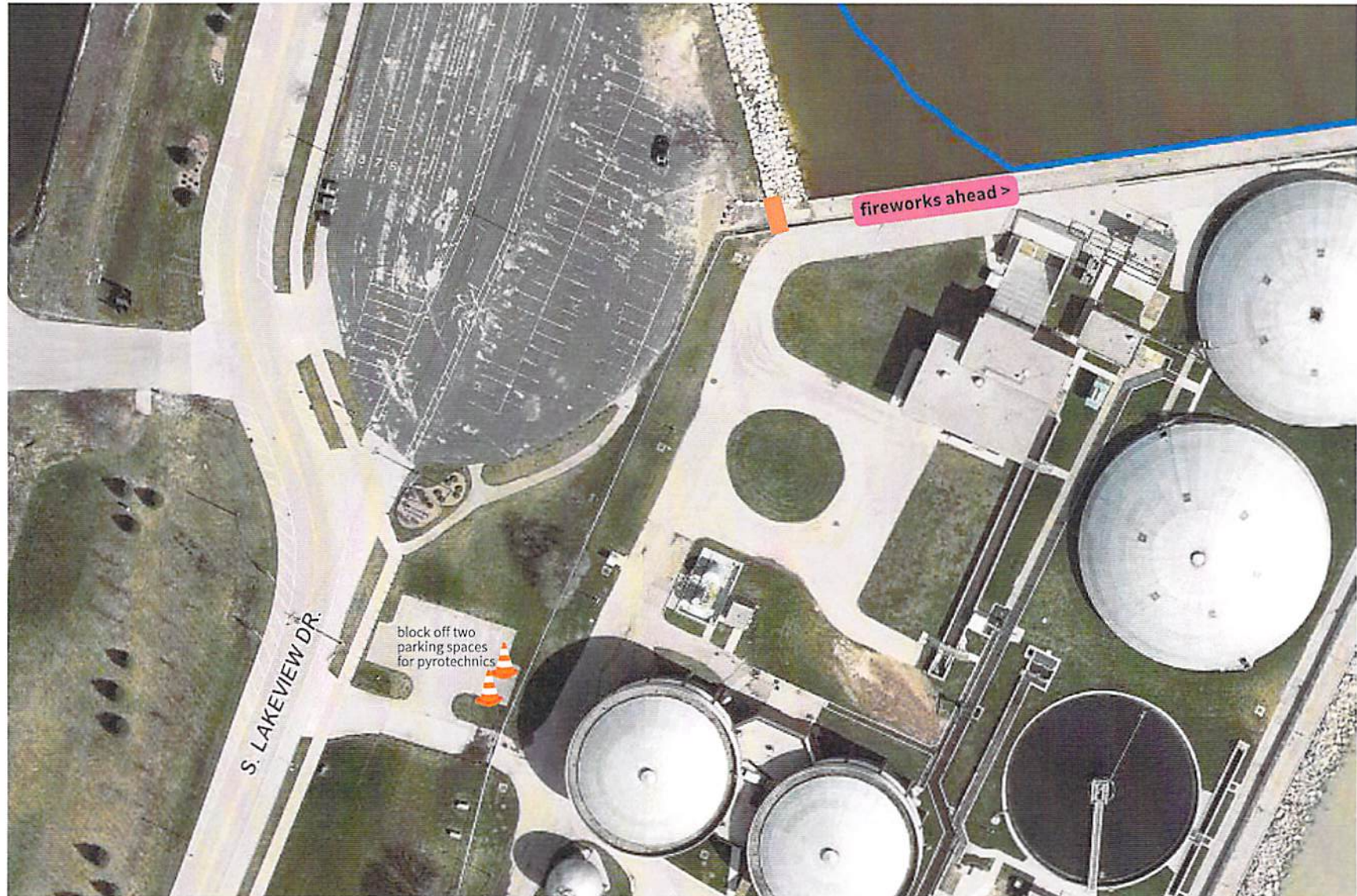
Yacht Club Lot



trash units

barricade
portable restrooms

South Pier Entrance



orange rectangle barricade

trash units

portable restrooms

Fourth on the Shore

JULY 4, 2024

4th of July Parade

10:00 AM

**SUB
FEST**
WISCONSIN
MARITIME
MUSEUM

Wisconsin Maritime
Museum

The Wharf

The Inn on
Maritime Bay

YMCA Lot

Manitowoc
Marina

Salmon Derby

Lighthouse
Tours

Manitowoc
Yacht Club

festival
FOODS
FIREWORKS

9:30 PM

1. Vietnam Veterans of America Chapter 731
2. Manitowoc County Veterans
3. Manitowoc Fire Rescue Department
4. Silver Creek Fire Department
5. Seehafer Broadcasting
6. Manitowoc Marine Band
7. Miracle League of the Lakeshore
8. Meijer Great Lakes Limited Partnership
9. Republican Party of Manitowoc County
10. Lakeshore Tae Kwon Do, LLC
11. Brian Linsmeier
12. The Metalware Corporation
13. Manitowoc Tavern on Wheels
14. Manitowoc County Youth Hockey
15. Mike Phalen
16. Girl Scouts
17. Manitowoc Futbol Club
18. Manitowoc Yacht Club
19. Lakeshore Humane Society
20. Gumby's Club
21. Miss Farm Bureau - Manitowoc County
22. Manitowoc County Dairy Princess
23. Grotegut Dairy Farm Inc
24. Manitowoc County Democratic Party
25. Moore's Irish Pub
26. Miss Harbor Cities Organization, Inc.
27. Crossroads Community Church
28. Access Ability Wisconsin/Mishicot Sports
29. Robin Stefani
30. Manitowoc Fairest of the Fair
31. Mosquito Joe of Manitowoc
32. Jerry Bauer
33. Open Bible Baptist Church
34. Manitowoc Heating & Refrigeration
35. Manitowoc Property Management
36. Ant Hill Mob
37. Meijer
38. Gil Snyder
39. VAN HORN MANITOWOC
40. Neumann Agriprises, Inc.
41. Rumely Acres / Dairyland Farm Heritage
42. Festival Foods
43. Scare USA



Fourth on the Shore Parade Lineup 2024

Arrive at 9:30 AM

Courtney Hansen 920-973-9508