

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 1/10/2024

**EVENT NAME:** Memorial Day Parade and Ceremony

**ORGANIZER:** City of Manitowoc - Haelee Bauer

**E-MAIL ADDRESS:** [hbauer@manitowoc.org](mailto:hbauer@manitowoc.org)

**EVENT DATE:** 5/27/2024

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Memorial Day Parade with a Ceremony at the Veteran's Memorial immediately afterward. This event is same as in year's past.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Approved

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

Road closure on 5/27/24 from 8am-9am from S 8th to Madison St to S 8th and Washington St. Then 9am S 8th and Washington to Huron, to Michigan Ave at N 18th St. Roads open approximately at 10:30 am.

**ITEMS TO INCLUDE IN LETTER:**



Monday, January 8, 2024

## Special Event Application

Approval Status

Not Started

### General Event Information

Event name	Memorial Day Parade
Location	Parade & Ceremony locations described below
Date	Monday, May 27, 2024
Event time	8:00 AM - 12:00 PM
Setup date & time	Monday, May 27, 2024 08:00
Takedown date & time	Monday, May 27, 2024 13:00

### Applicant Information

Name of Applicant	Haelee Bauer
Organization name	City of Manitowoc
Address	900 Quay Street Manitowoc, Wisconsin, 54220
Email	hbauer@manitowoc.org
Phone number	(920) 686-6982
On-site contact name & phone number	Haelee Bauer & 920-242-8742

### Event Details

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

**Event description**

The Memorial Day Parade stages from S 8th St. and Madison St. to S. 8th St. and Washington St. from 8am until 9am. At 9am, the parade begins from S. 8th St. and Washington St., turns left onto Huron St., curves onto Michigan Ave, and ends at Michigan and N. 18th St. (In the event of inclement weather, a decision would be made by the Mayor and 8am as to whether or not the parade would be canceled and would be announced on WOMT 1240AM radio.) The Ceremony begins after the final entries from the parade have passed the ending point and takes place at the Veteran's Memorial on N. 18th St. (In the event of inclement weather, the ceremony would be held indoors at the Citizen Park Recreation Center at 10:30am.)

**Estimated total attendance** 2000

**Event website** www.manitowoc/MemorialDayParade

**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.

**Route & Road Usage**

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

**Road Closure**

8th Street from Madison to Huron, Huron to Michigan, and Michigan to Veteran's Memorial.

**Where are cars parking?** Wherever parking is allowed due to all the closures

**Time of amplified sound** 8:00 AM - 12:00 PM

**Amplified sound type** Bands & Music

**Event Structures**

**Select all that apply** Animals

**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.**

Police pace car to lead parade N. 18th St. & Michigan & viaduct.

**Equipment & Facility Requests**

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs 200  
\$2 max 200

Picnic tables 6'

### Equipment request notes

- 6 chairs on island (1 of which goes by flagpole)
- 10 chairs by sidewalk
- 40 chairs for Marine Band on slab by Evergreens
- 40 chairs for Clipper City Chordsmen
- Remaining chairs on East Side of walkway facing Memorial

## 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?

No

## 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



Special Events Application.pdf

### Questions and comments

Attached is last year's admittance.

## 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, September 29, 1987

Sign

Haelee Bauer