

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 2/22/2023

**EVENT NAME:** Special Event - Maritime Bay Classic

**ORGANIZER:** Eric Schram

**E-MAIL ADDRESS:** schram973@gmail.com

**EVENT DATE:** 6/18/2023

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** The Maritime Bay Classic bike race is coming back to downtown Manitowoc; this year the route will be moved north one block. Expecting 450 riders with 1000 visitors.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

Road closure of part of N 8th St, State St, N 7th St, Chicago st, Buffalo St, York St, N 6th St

**ITEMS TO INCLUDE IN LETTER:**

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Maritime Bay Classic

Name of Applicant Eric Schram

Street Address N1873 Sleepy Hollow Rd

Mailing Address \_\_\_\_\_  
(If different)

City, State, Zip Kewaunee, WI 54216

Primary Phone 9206291069

Cell Phone \_\_\_\_\_

Email schram973@gmail.com

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Eric Schram

On-Site Cell Phone # 920-629-1069

On-Site Security Contact Name Same

On-Site Security Contact Phone # Same

### EVENT INFORMATION

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

Missing Map/Drawing

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 which runs from June 15th thru 25th and will feature several racing categories of cyclists competing throughout the day. The series has regularly drawn 1100 male and female 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 this full day of cycling excitement.

Event Name Maritime Bay Classic

Public Event YES  NO

Location Downtown Manitowoc- Map attached

Estimated Total Attendance 1000

Estimated Attendance 500  
from outside City of Manitowoc

Staging Area Intersection of North 8th St & Chicago St

Event Website https://maritimebayclassic.com/

Event Date(s) Sunday, June 18th, 2023

Event Start Time 11:00 AM  PM

Event End Time 9:00 AM  PM

Setup Date(s) 06/18/2023

Setup Start Time 8:00 AM  PM

Teardown Date(s) 06/18/2023

Teardown End Time 9:00 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) **Map attached of course**
- 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 # **10**
- Signs/Banners # \_\_\_\_\_
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # **1**
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

## EVENT FEATURES

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

## SOUND

- Amplified Sound
- Start Time **11:00** AM  PM
- End Time **9:00** AM  PM
- Type of Sound **Public address/Music**

## 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 6/17/23 TIME end of day AM  PM  LOCATION around race course  
PICKUP DATE 6/19/23 TIME morning 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' 40
- Barricades – 12' rail-type \_\_\_\_\_
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" \_\_\_\_\_
- Cones – 28" reflective 200
- Delineators – 42" reflective 60
- 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 250

Where do you plan to park vehicles Various parking lots will be utilized around the course.

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 \_\_\_\_\_

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?

We're pleased to bring this event back to Manitowoc for the third straight 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.

**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 09 / 01 / 1973

Signature of Applicant: *Ellen Johnson*

Date: 2/15/23

**E-MAIL**

**PRINT**



KWIKTRIP  
 TOUR OF AMERICA'S DAIRYLAND

**Exhibit A**

**MANITOWOC MARITIME BAY CLASSIC**

\* June 19, 2022 // Criterium Schedule

*Daily schedule will be released at a later date, but will essentially follow below:*

RACE TIME	CATEGORY	LENGTH	FIELD LIMIT	DAILY PRIZES
11:20 AM – 11:50 AM	Novice Men/Jr Novice Boys U19	30 minutes	75	Merch/3
12:00 PM – 12:30 PM	Novice Women/Jr Novice Girls U19	30 minutes	75	Merch/3
12:40 PM – 1:20 PM	Cat 3/4 Men	40 minutes	120	\$300/5
1:30 PM – 2:10 PM	Cat 3/4 Women	40 minutes	120	\$300/5
2:20 PM – 3:10 PM	Cat 2/3 Men	50 minutes	120	\$630/7
3:20 PM – 4:10 PM	Masters 50+ Cat 1/2/3 Masters 60+ Cat 1/2/3	50 minutes	120	\$630/7
4:10 PM – 4:50 PM	Community Hour	40 minutes		
4:50 PM – 6:05 PM	Pro 1 Men Cat 2 Men	75 minutes	150	\$2,275/15
6:15 PM – 6:50 PM	Handcycle 1/2 Men Handcycle 3/4/5 Men Handcycle Women Open	35 minutes	75	Merch/3
7:00 PM – 8:15 PM	Pro 1 Women Cat 2 Women	75 minutes	150	\$2,275/15