



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



August 4, 2017

Marie Hammill
2505 Knuell St.
Manitowoc, WI 54220

Re: Block Party – 2600 Block – Knuell St.
973-6962

Dear Ms. Hammill:


Your request for a block party on Saturday, August 19, 2017, being held at the 2600 Block of Knuell St., between the hours of Noon and 11:00 p.m. has been granted. Please make sure that you are off the street by 11:00 p.m. As per the City of Manitowoc Ordinance the street needs to be re-opened by 11:00 p.m.

The Manitowoc City Council has stipulated that when an event is held, the person in charge is responsible for getting and returning the barricades with lights. Due to the size and amount of barricades needed to close the street, please make sure you have a pickup truck or trailer when picking up traffic control materials.

Please stop at the front office of the Department of Public Works, located at South 35th and Viebahn Streets, in order to check out and check in the barricades by completing the appropriate paperwork and paying the \$25 fee for use of traffic control items. Please pick up barricades before 2:30 p.m. on Friday, August 18th and return them Monday, August 21st between 7:00 a.m. and noon.

Contact the Department of Public Works at 686-6550 to inform them of a pick up time.

Sincerely,



Deborah Neuser
City Clerk

MRK

cc: Department of Public Works
Jeri Lynn Christensen, Office Manager

Deborah Neuser, CMC, City Clerk
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • dneuser@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/31/2017

EVENT NAME: National Night Out Block Party - 2600 Knuell St

ORGANIZER: Marie Hammill

EVENT DATE: 8/19/2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Residential block party in 2600 block Knuell St.; requesting closure of Knuell St. after Deerbrook until dead end

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	48
TOTAL	48

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
(if delivery requested)	
TOTAL E.H. CHARGES	0
GRAND TOTAL	48

COMMITTEE CONCERNS:

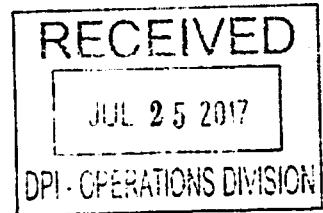
COMMITTEE DECISION:

APPROVE

DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



 City of Manitowoc

RESIDENTIAL BLOCK PARTY PERMIT APPLICATION

Residential block party permits have a **\$25 fee** that includes use of traffic control items for the purpose of closing off the street(s). Payment can be made at the time of barricade pickup. Block party hosts must contact all affected residents prior to applying. Block parties must be concluded and the road opened by 11 PM. Any debris must be removed immediately from the street and terrace areas. *(Organizations should complete a Special Event Application instead of a Residential Block Party Application.)*

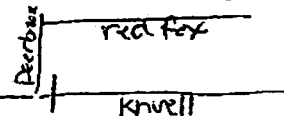
Today's Date: 7.25.2017 National Night Out Block Party

Responsible Individual(s) for Party Name: Marie Hammill
Address: 2505 Knvell St
City/State/Zip: Manitowoc WI 54220
Phone Number: 920 973 6962
E-mail Address: mariehammill@yahoo.com
Date of Birth: 11-08-1970

Date of Party: 8-19-2017 Time of Party: Noon-11 pm

Location of Party (Hundred Block and Street Name): 2600 Knvell (dead end street)

Cross Streets You are Requesting to Block Off: Blockades after Deerbrook
Please provide a map/sketch of the area requested for the block party.



Estimated Attendance: 25-40 people

Once your application is reviewed by the Special Event Committee, you will receive a letter indicating whether or not your block party has been approved. The letter will also give you instructions of where and when to pick up barricades for your event.

Please return form to:
City of Manitowoc - Department of Public Infrastructure
2655 S 35th St
Manitowoc, WI 54220
Phone: 920-686-6550
Fax: 920-686-6525
E-mail: parksadmin@manitowoc.org

Date paid: _____