

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/3/2023

EVENT NAME: Special Event - Fourth on the Shore

ORGANIZER: City of Manitowoc - Erika Christel

E-MAIL ADDRESS: echristel@manitowoc.org

EVENT DATE: 7/4/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Public celebration of Independence Day complete with parade, food, drinks, live entertainment, vendors, and fireworks. This event spans from the South Pier to the Yacht Club

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Shawn Alfred /ec Jason Freiboth /ec Dan Koski /ec Eric Nycz /ec	

COUNCIL ACTION REQUIRED:

Road closure for parade (see map), waiver of sound ordinance, extension of premise

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name City of Manitowoc
 Name of Applicant Erika Christel
 Street Address 824 South 8th St
 Mailing Address 900 Quay St
 (If different)
 City, State, Zip Manitowoc, WI 54220
 Primary Phone 920-686-3508
 Cell Phone 920-973-4366
 Email echristel@manitowoc.org
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Courtney Hansen
 On-Site Cell Phone # w:920-973-9508, c:920-901-9577
 On-Site Security Contact Name ^
 On-Site Security Contact Phone # ^

EVENT INFORMATION

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

Missing Map/Drawing



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), Inn on Maritime Bay, Manitowoc-Two Rivers Y, Manitowoc Marina (Salmon Derby), Sunrise Rotary (Lighthouse Tours), and Manitowoc Yacht Club.

There is a parade at 10 a.m., live entertainment, lighthouse tours, food, product vendors, all the events at the Wisconsin Maritime Museum for Subfest, and the Festival Foods Fireworks at 9:30 p.m.

Event Name Fourth on the Shore

Public Event YES NO

Location Wisconsin Maritime Museum to Yacht Club

Estimated Total Attendance 6000

Estimated Attendance 1000
 from outside City of Manitowoc

Staging Area Parade: Madison Street to Washington Street

Event Website visitmanitowoc.com/event/4th-on-the-shore/9/

Event Date(s) 7/04/2023

Event Start Time 10 AM PM

Event End Time 11 AM PM

Setup Date(s) 07/04/2023

Setup Start Time 7:30 AM PM

Teardown Date(s) 07/05/2023

Teardown End Time 9 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 _____ 30
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue unknown
- Revenue to be used for n/a

ROUTE

Route map must be submitted with application

- Road Closure
Describe location(s) + time(s)
8 a.m. - 10 a.m. Parade Staging from Madison St. to Washington St.; 10 a.m. - 11 a.m. Parade Route closed for parade; Lane on each side of Maritime Dr. closed from 11 a.m. 11 p.m. for Fourth on the Shore, SB traffic coming + time(s) off Memorial/Waldo roundabout onto Maritime Dr. should be detoured up Cleveland Ave. from 10 a.m. -
- Timed Route
- Road Crossing
Describe where + if assistance needed
1 crossing guard at Maritime Drive and Huron from 12 p.m. to 8 p.m.
1 crossing guard at Maritime Drive and Buffalo from 12 p.m. - 8 p.m.
- 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 # 21
- Signs/Banners # 15
- Carnival Rides # _____
- Dumpster # 2
- Stage # 5
- Tent # 3 Size Various
- Other # _____ Describe _____

EVENT FEATURES

- Animals # 20 Type Dogs in parade
- Fireworks - Time 9:30 pm
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 10 AM PM
- End Time 11 AM PM
- Type of Sound parade, bands, fireworks

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.

DELIVERY DATE 7/03/23 or sooner TIME anytime AM PM LOCATION downtown
PICKUP DATE 7/05/23 TIME anytime 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' _____ YMCA Lot
- Portable Bandwagon – 35'x8' _____ West of WMM

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 _____ 40 (20 under tent in Inn on Maritime Bay/WMM Lot, 10 west of WMM, 10 near stage at Y)
- Bleachers – 15'x5' portable
- Chairs – metal, folding _____ 35 west of WMM
- Picnic Tables – 6' wooden _____ 40 total (10 at Yacht Club, 20 at IOMB/WMM, 10 at Y)
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

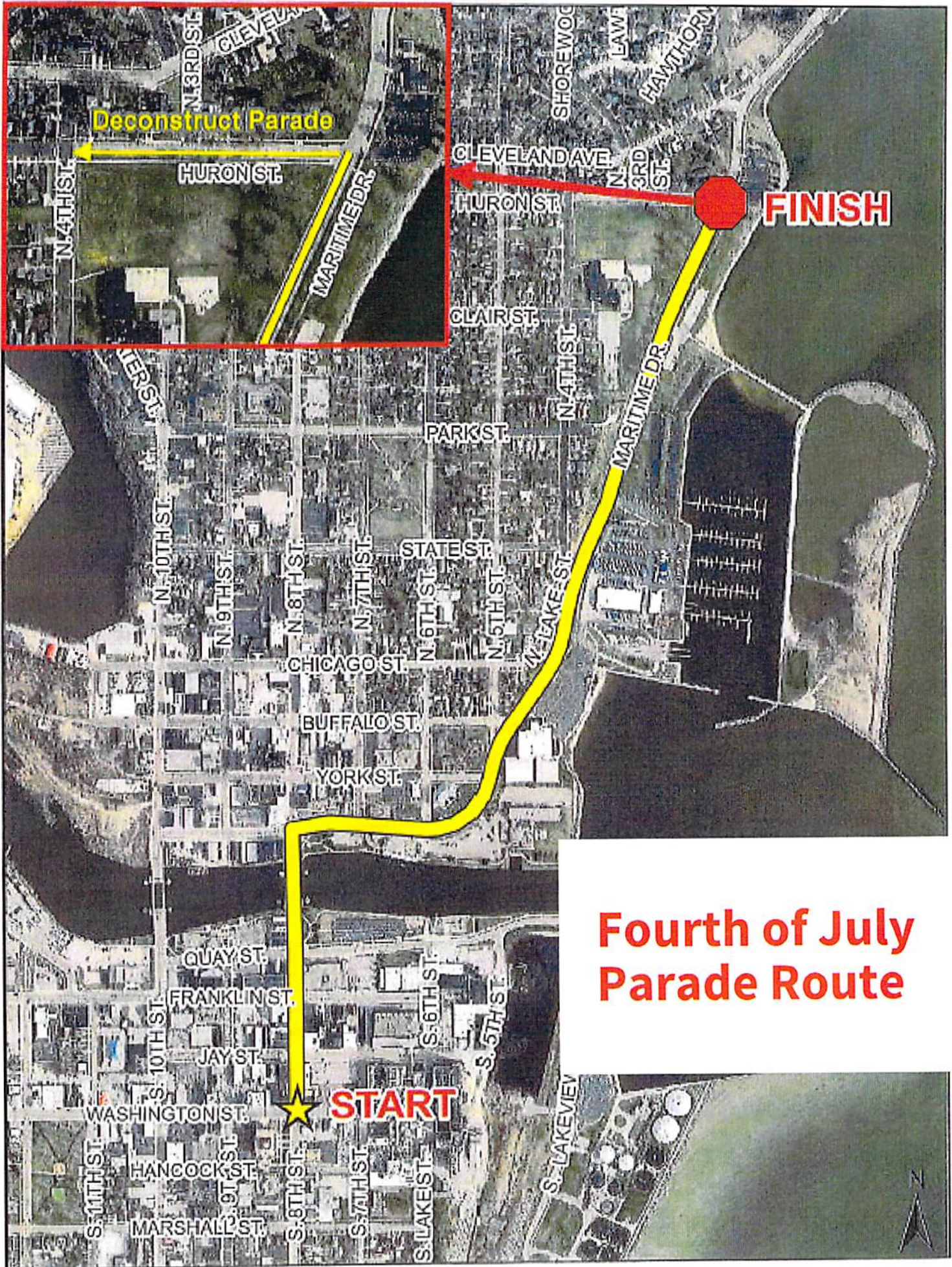
- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____ West of WMM lot: 2 8ft for banners, 2 8ft for entrance. IOMB/WMM Lot: 8 8ft barricades, 15 cones
- Barricades – 12' rail-type _____ YMCA Lot: 2 12ft for entrance, 4 12ft for YMCA to Marina lot passage
- Channelizer drums – 3' reflective _____
- Cones – 18" _____ Cones and signage needed for street closures. Detour signage for up to Cleveland Ave, block off two
- Cones – 28" reflective _____ parking spaces at south pier for pyrotechnics, block off south pier entrance.
- 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 _____
 - _____
 - _____

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 _____ trash will be contracted
- Other _____

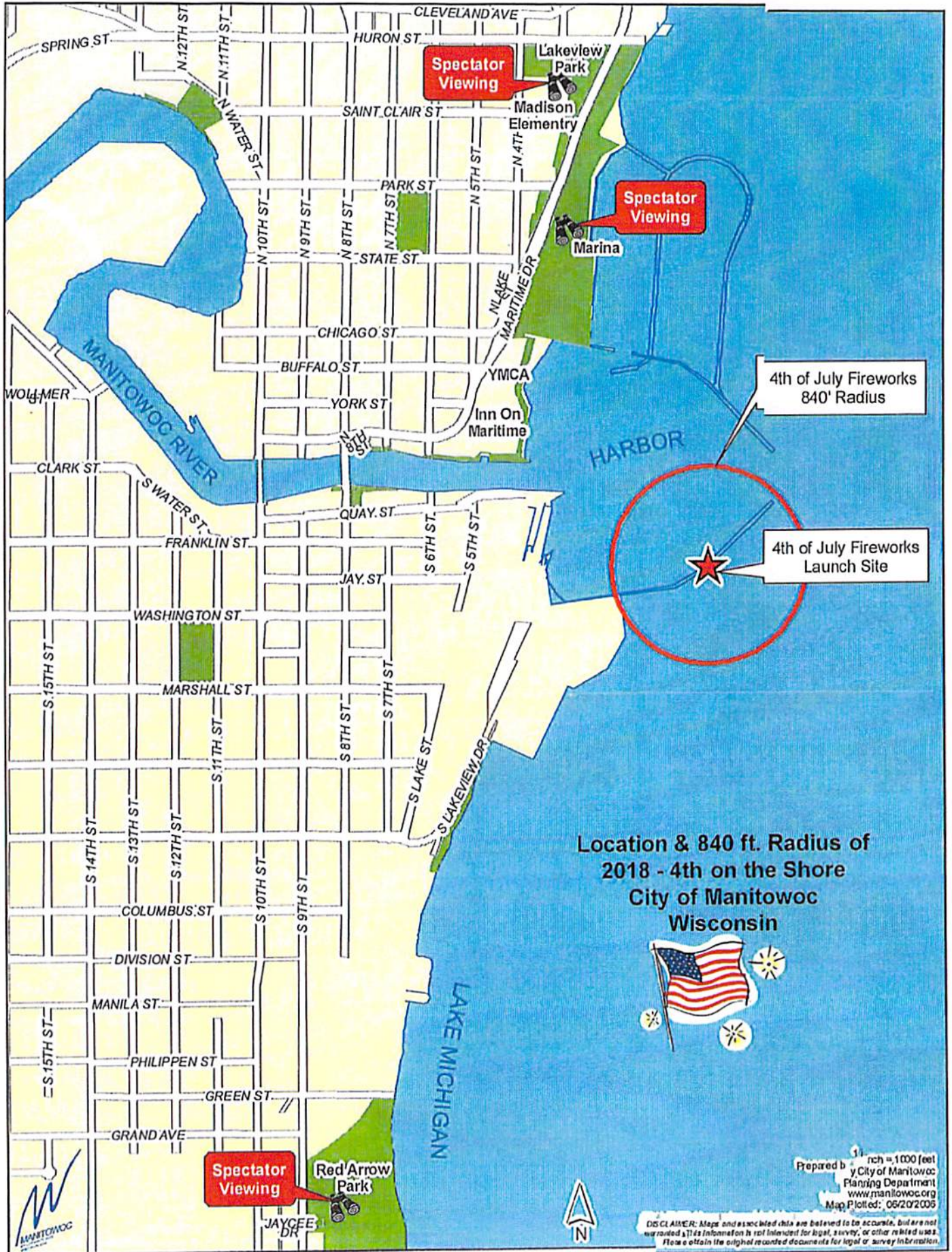


Deconstruct Parade

FINISH

START

**Fourth of July
Parade Route**



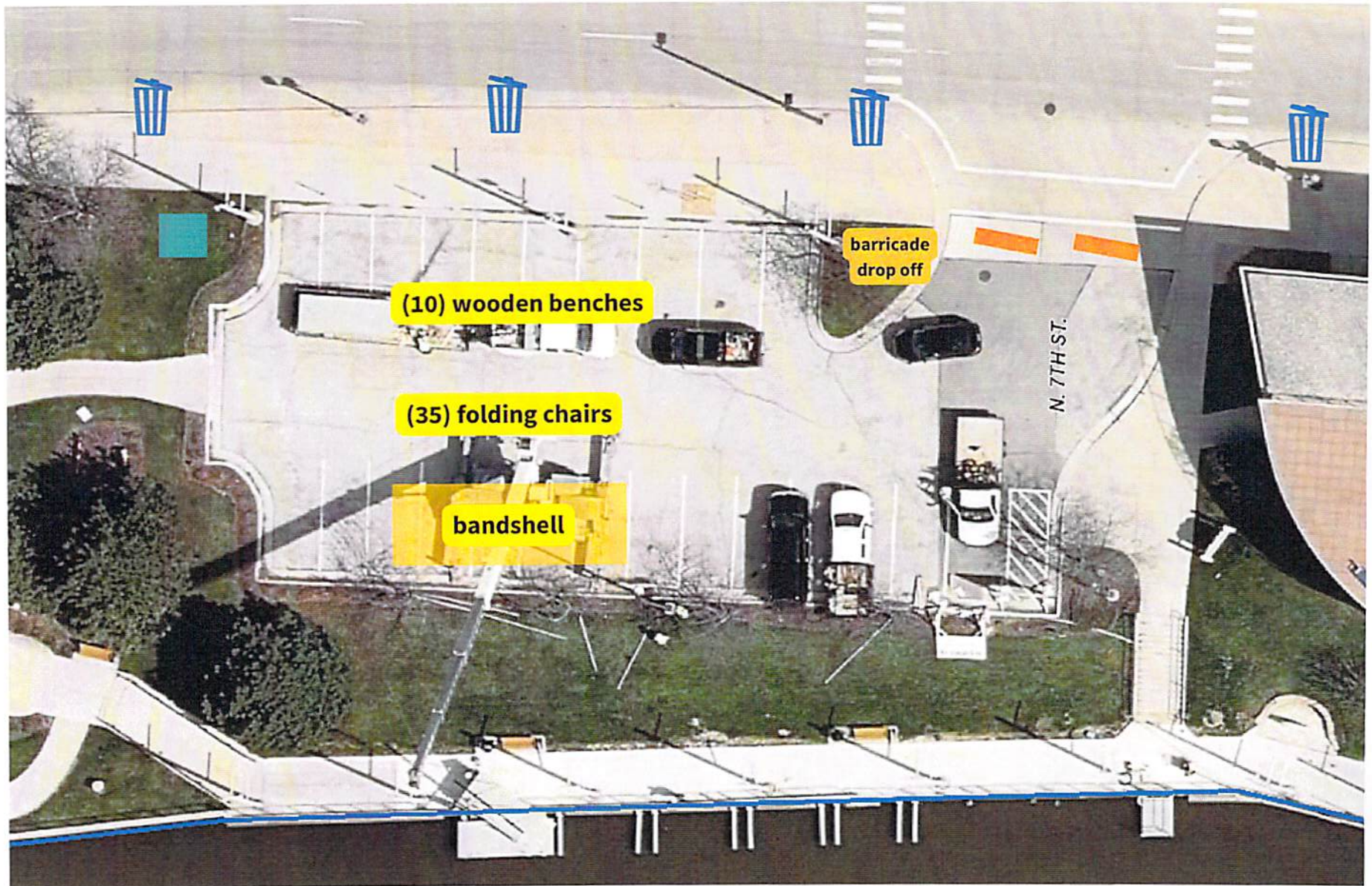
**Location & 840 ft. Radius of
2018 - 4th on the Shore
City of Manitowoc
Wisconsin**



Scale: 1 inch = 1000 feet
 Prepared by: City of Manitowoc
 Planning Department
 www.manitowoc.org
 Map Plotted: 05/20/2005

DISCLAIMER: Maps and associated data are believed to be accurate, but are not warranted. This information is not intended for legal, survey, or other related uses. Please obtain the original recorded documents for legal or survey information.

West of WMM

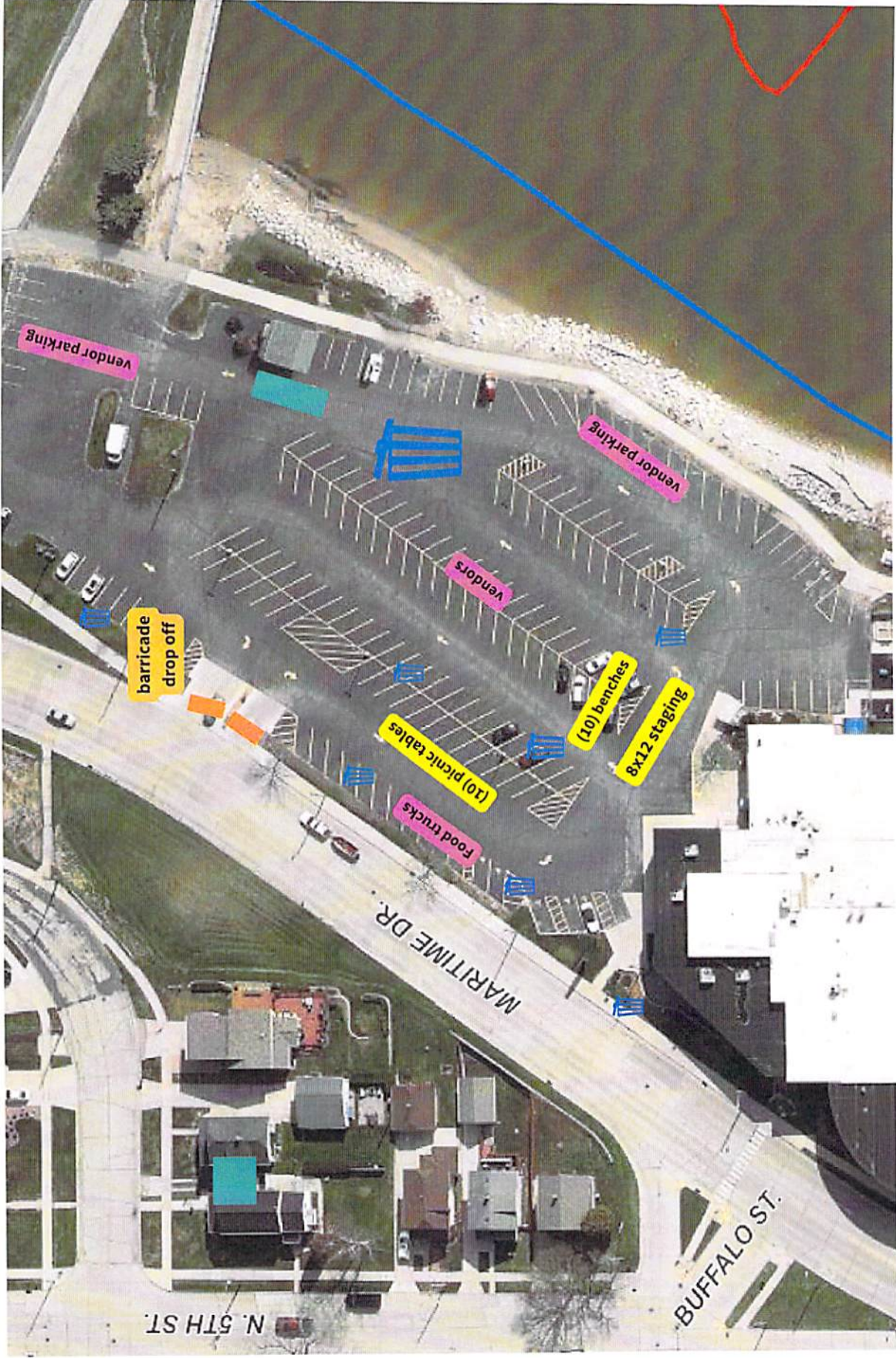


orange barricade

trash can icon trash units

teal square icon portable restroom

YMCA Lot



 trash units

 barricade

 portable restrooms
3 standard, 1 ADA, 1 handwashing

Marina Lot

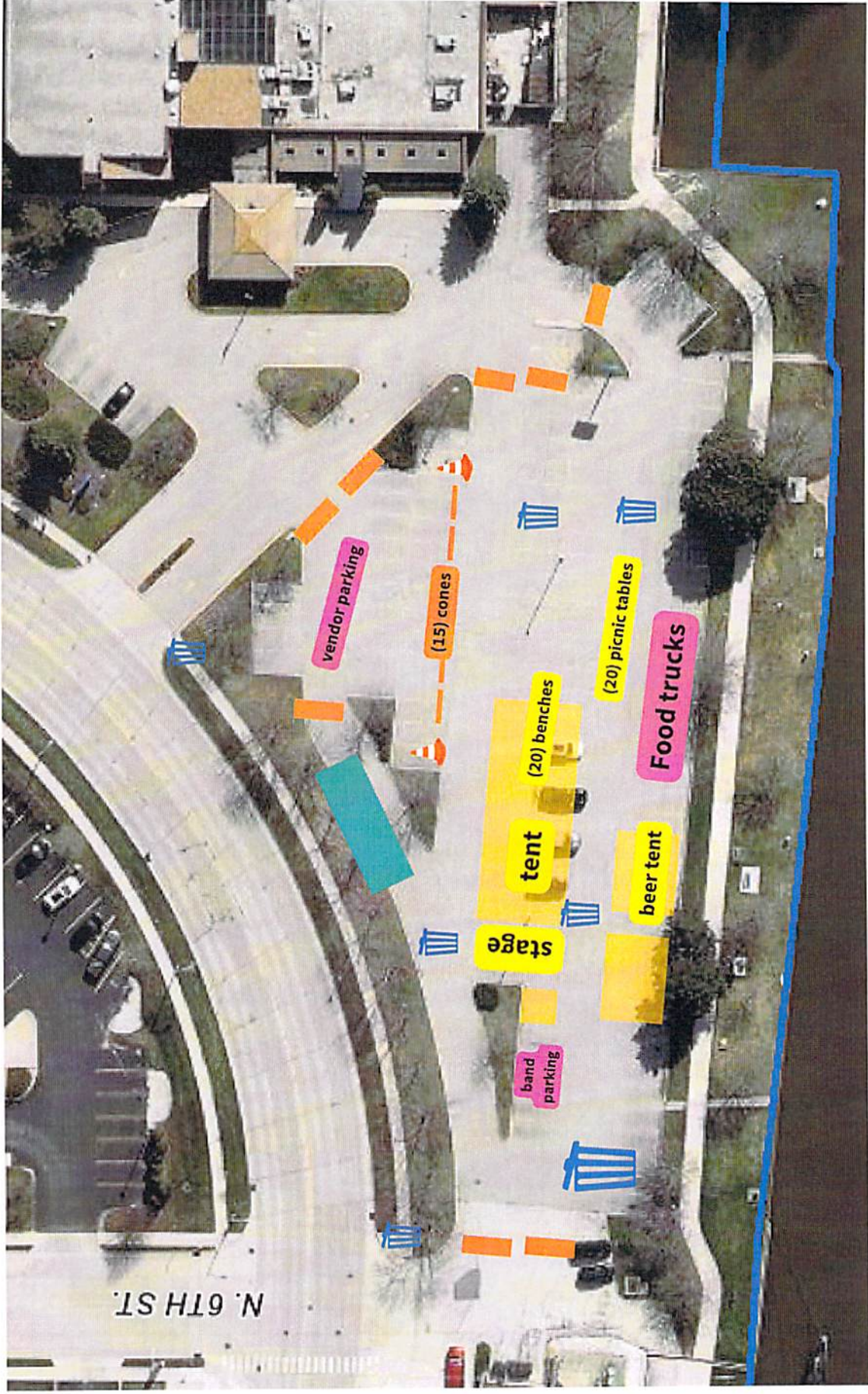


orange barricade

teal portable restrooms
3 standard

trash unit

Lot Between IOMB and Maritime Museum



— barricade

portable restrooms
4 standard, 1 ADA, 1 handwashing

trash units

Yacht Club Lot



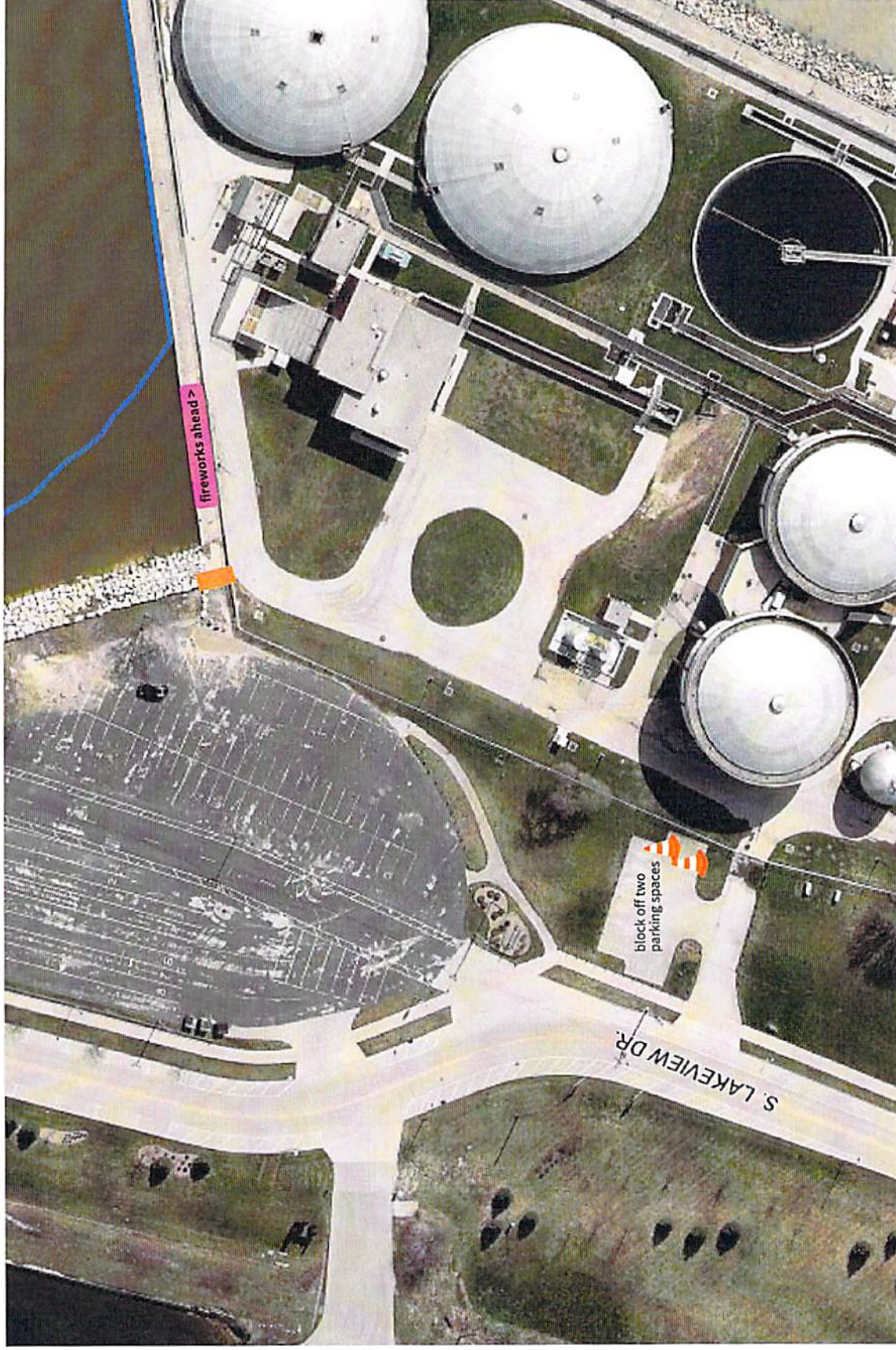
— barricade

■ portable restrooms

🗑️ trash units


(10) picnic tables

South Pier Entrance



 barricade

 portable restrooms

 trash units