

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 4/23/2025

**EVENT NAME:** Outdoor Movie Night

**ORGANIZER:** Erika Christel - Visit Manitowoc

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

**EVENT DATE:** 6/26/25, 8/7/25, 10/3/25      **NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Thursday, June 26 at 8:30 pm at Lighthouse Park (Jaws 50th Anniversary)  
Thursday, August 7 at 8:30 pm at Lighthouse Park (Moana 2)  
Friday, October 3 at 6:30 pm at Washington Park (Hocus Pocus)

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Approved

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

Waiver of Alcohol at Washington Park on 10/3/25 in case of brewery attending

**ITEMS TO INCLUDE IN LETTER:**



# Special Event Application

Tuesday, April 22, 2025

## General Event Information

**Event name** Outdoor Movie Night

**Location** Lighthouse Park (Washington Park 10/3)

**Date** Thursday, June 26, 2025

**End date if multiple day event and additional dates if applicable.** 08/7/25, 10/3/25

**Event time** 8:00 PM - 10:30 PM

**Setup start time** Thursday, June 26, 2025 19:00 Thursday,

**Takedown end time** June 26, 2025 22:00

## Applicant Information

**Name of Applicant** Erika Christel

**Organization Name** Visit Manitowoc

**Address** 900 Quay Street  
Manitowoc, WI - Wisconsin, 54220

**Email** echristel@manitowoc.org

**Phone number** (920) 686-3508

**On-site contact & phone number** Courtney Hansen 920-973-9508

### Event description

Visit Manitowoc is hosting 2 movie nights at Lighthouse Park and 1 at Washington Park with the help of Parks. The movies are free, people bring their own blankets and chairs, there will be a food vendor in the parking lot, and possibly a brewery. There will be no rain date.

June 26, 2025: Jaws at 8:30 - 10:30 pm (Lighthouse Park)  
August 7, 2025: Moana 2 at 8:00 - 10:00 pm (Lighthouse Park)  
October 3, 2025: Hocus Pocus at 7:00 - 9:00 pm (Washington Park)

**Estimated total attendance** 80

**Est. attendance from outside Manitowoc** 10

## Event Features

Select all that apply to the event

Alcohol sales

Food Trucks

Expected revenue

0

## Route & Road Usage

Where are cars parking?

Nearby streets and open lots

## Event Structures

## Safety & Security

## Equipment & Facility Requests

Park and/or Athletic Field Request

Washington Park and MetroStage (\$75)

Park or facility request not listed above:

Lighthouse Park (6/26 and 8/7)

Do you need power or lighting?

Power for movie screen, projector and speakers

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'  $\frac{3}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Estimated cost per day

99

**Equipment will be dropped off at the discretion of DPI. Equipment request notes:**

Requesting movie screen be set up and ready for start time of movies as listed above.

The movie screen will be on MetroStage for the Washington Park date (10/3)

## Waiver of Fees

Are you requesting a Waiver of Fees?

Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

## Map

Upload map and supporting documents



## Legal Notice and Submission

Would you like to meet with the Special Event Committee to discuss your event?

No

Applicant date of birth

Friday, June 12, 1998

Sign

Erika Christel

