

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/14/2025

EVENT NAME: Lighthouse Tours

ORGANIZER: Manitowoc Sunrise Rotary - Paul Roekle

E-MAIL ADDRESS: [proekle@comcast.net](mailto:proekle@comcast.net)

EVENT DATE: 7/4-5/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Self-guided tours at the Manitowoc Breakwater Lighthouse over two days

## COMMITTEE CONCERNS:

WAIVER OF FEES: Approved

## COMMITTEE DECISION:

### APPROVE

### DENY

Todd Blaser /ec  
Jason Freiboth /ec  
Dan Koski /ec  
Eric Nycz /ec

## COUNCIL ACTION REQUIRED:

## ITEMS TO INCLUDE IN LETTER:

Please have appropriate life-saving measures (lifeguards, life buoys, etc.) in place, since public safety may not be able to immediately reach anyone who should slip & fall into Lake Michigan. Also, please consider calling off the event if a small craft advisory is issued by the National Weather Service.



# Special Event Application

Wednesday, April 30, 2025

## General Event Information

<b>Event name</b>	Manitowoc North Breakwater Lighthouse Open House
<b>Location</b>	Lighthouse Park, Harbor Containment Area, North Breakwater and Lighthouse
<b>Date</b>	Friday, July 4, 2025
<b>End date if multiple day event and additional dates if applicable.</b>	07/05/2025
<b>Event time</b>	11:00 AM - 5:00 PM
<b>Setup start time</b>	Friday, July 4, 2025 09:00
<b>Takedown end time</b>	Saturday, July 5, 2025 18:00

## Applicant Information

<b>Name of Applicant</b>	Paul Roekle
<b>Organization Name</b>	Manitowoc Sunrise Rotary Club
<b>Address</b>	2325 Victoria Drive MANITOWOC, WI, 54220-9326
<b>Email</b>	proekle@comcast.net
<b>Phone number</b>	(920) 323-9811
<b>On-site contact &amp; phone number</b>	(920)323-9811
<b>Security name &amp; phone number</b>	Mike Woznick (920)645-5495

### Event description

Self - guided tours at Manitowoc North Breakwater Lighthouse on July 4th and 5th, 2025. Guests report to Lighthouse Park area at the west end of The Blue Rail Fence. They follow the causeway to the Containment Area, following The Blue Rail to the east end. At that point they are instructed to follow the Breakwater to the Lighthouse. Guests are then self - guided through the Lighthouse. After completion of the tour, they return to the shore following instructions.

<b>Estimated total attendance</b>	2000
<b>Est. attendance from outside Manitowoc</b>	1200

## Event Features

Select all that apply to the event

Collecting monetary donations

Expected revenue

3000

Revenue will be used for

Funds raised through voluntary contributions will be used to support Manitowoc Sunrise Rotary's projects. Manitowoc Sunrise rotary Club focuses on supporting youth events and activities in the local area.

## Route & Road Usage

Road Closure

None

Road Crossing

N/A

Where are cars parking?

Lighthouse Parking Lot

Describe course markings and if this is a timed route

N/A

## Event Structures

## Safety & Security

Describe any assistance needed from the Police Dept. and/or Fire Dept.

N/A

## Equipment & Facility Requests

Park and/or Athletic Field Request

Lighthouse Park

Park or facility request not listed above:

N/A

Do you need power or lighting?

No

Estimated cost per day

0

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

N/A

## Waiver of Fees

**Are you requesting a Waiver of Fees?**

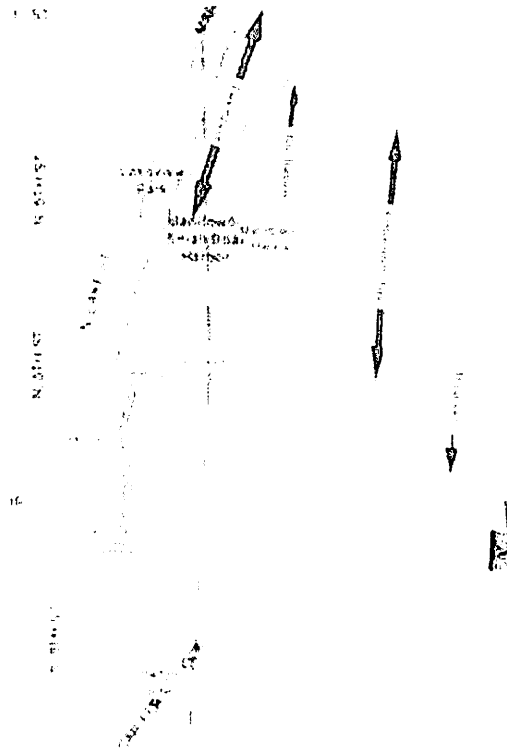
Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

**Why should this Waiver of Fees be granted?**

Manitowoc Sunrise Rotary is a 501(c)(3) non profit organization. Funds raised at the event will be used for youth advancement locally. Our fund raising efforts are focused on supporting youth events and activities in the Manitowoc area.

## Map

**Upload map and supporting documents**



## Questions and comments

In the event of inclement weather, the event will be postponed/cancelled. For safety, personnel will be staffed at both ends of the breakwater in addition to the interior of the Lighthouse.

## Legal Notice and Submission

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

No

**Applicant date of birth**

Thursday, July 20, 1944

**Sign**

Paul Roekle