

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/5/2023

EVENT NAME: Special Event - Lakeshore Balloon Glow

ORGANIZER: Manitowoc County Chamber - Karen Nichols

E-MAIL ADDRESS: knichols@chambermanitowoccounty.org

EVENT DATE: 8/18/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Friday night festival in the Briess Lot attracting of thousands of visitors to see hot air balloons (grounded), water ski show, aerial dancers, food trucks, beer tent, and childs area with bounce houses.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Road closure of Quay St from 8th St to South 7th St

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name The Chamber of Manitowoc County
Name of Applicant Karen Nichols
Street Address 1515 Memorial Drive
Mailing Address _____
(If different)
City, State, Zip Manitowoc, WI 54220
Primary Phone 920-684-5575
Cell Phone 920-860-7974
Email Knichols@chambermanitowocounty.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact Karen Nichols
On-Site Cell Phone # 920-860-7974
On-Site Security Contact Name Adam Tegen
On-Site Security Contact Phone # 715-741-1200

EVENT INFORMATION

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

Missing Map/Drawing



Lakeshore Balloon Glow
Friday, August 18th, 2023
5-9PM
Event will include:
Water Ski Show
Balloon Glow
Areal Dancers
Childrens Area with bounce houses
Fireworks
Food Trucks
Beer, water and soda sales
Corn roast

Event Name Lakeshore Balloon Glow

Public Event YES NO

Location Quay St. between S. 8th and S. 7th
Briess Parking Lot
MPL parking lot, Shipbuilders Park and parking lot

Estimated Total Attendance 4000

Estimated Attendance 400
from outside City of Manitowoc

Staging Area none

Event Website Chamber of Manitowoc County

Event Date(s) August 18th, 2023

Event Start Time 5:00 AM PM

Event End Time 9:00PM AM PM

Setup Date(s) 08/18/2023

Setup Start Time 1:00 AM PM

Teardown Date(s) 08/18/2023

Teardown End Time 10:00PM 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 Access to Electrical Panes in Bries an
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
 Class B License
- Alcohol Served End Time 9:00PM
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many 15 Food Trucks
- 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)
Quay Street between 8th and 6th Quay Street will be closed from 5-9pm
- 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 # 6
- Portable Restrooms # 12
- Signs/Banners # 10
- Carnival Rides # 6
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe Water Ski Show at 6:

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time 8:15pm
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 5:00 AM PM
- End Time 9:00 AM PM
- Type of Sound DJ

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 08/18/2023 TIME 1:00 AM PM LOCATION Library parking lot / Briess parking lot a

PICKUP DATE 08/18/2023 TIME 10:00 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" 22
- Benches – 4' wooden 42
- Bleachers – 15'x5' portable _____
- Chairs -- metal, folding _____
- Picnic Tables – 6' wooden 40
- Picnic Tables – 8' wooden, ADA accessible 6

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type 14
- Channelizer drums – 3' reflective _____
- Cones – 18" _____
- Cones – 28" reflective 20
- 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 3
- Safety vests _____
- Security stanchions _____
- Snow fence – 50' rolls – plastic _____ wooden _____
- Snow fence – posts _____
- Ticket booths – outdoor _____
- Trash barrels _____
- Other City Trolley _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 700

Where do you plan to park vehicles Street parking, marina, Burger Boat, at pick up locations for the Trolley (Lincoln High an

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 Walk throughs would be great and if you could engage with the kids that would be awesome. We are planning on f

Date/Time 8/18/2023

Location Quay Street Between 8th and 6th and Shipbuilders Park

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?

This is a community event with no admission charge to anyone. It is our intent to continue to offer this as a free fun family event. The proceeds for this event are intended to assist the City of Manitowoc in Downtown Improvements. In 2022 we donated money for the new Christmas Decorations. We also save our funds for a future events that may be cancelled due to inclement weather but still require payment to our vendors.

We are also requesting the use of the City Trolley. last year we had a large number of people parking remotely and using the Trolley. It was so nice to see the large number of families being dropped off. We will once again be having locations such as, Lincoln High School JFK parking lot and the Shopko parking lot. This eases the issue of where to park in our downtown area.

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.

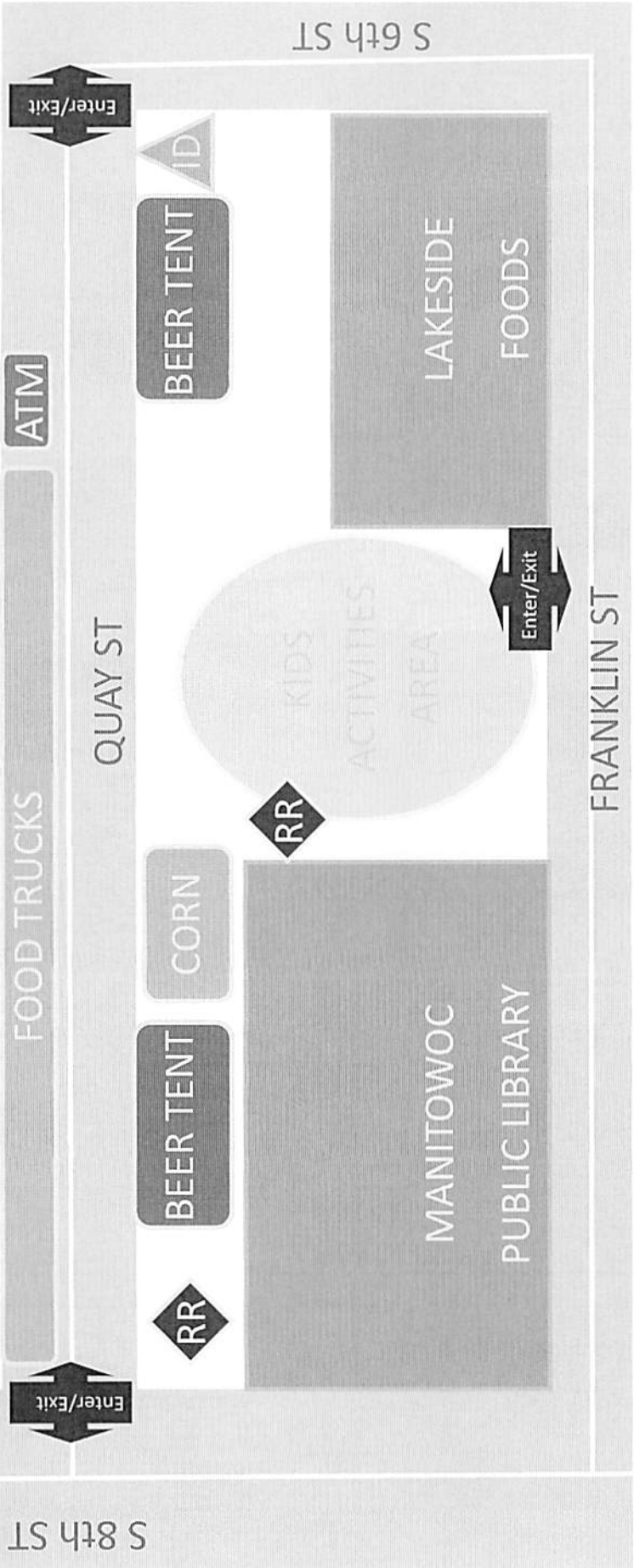
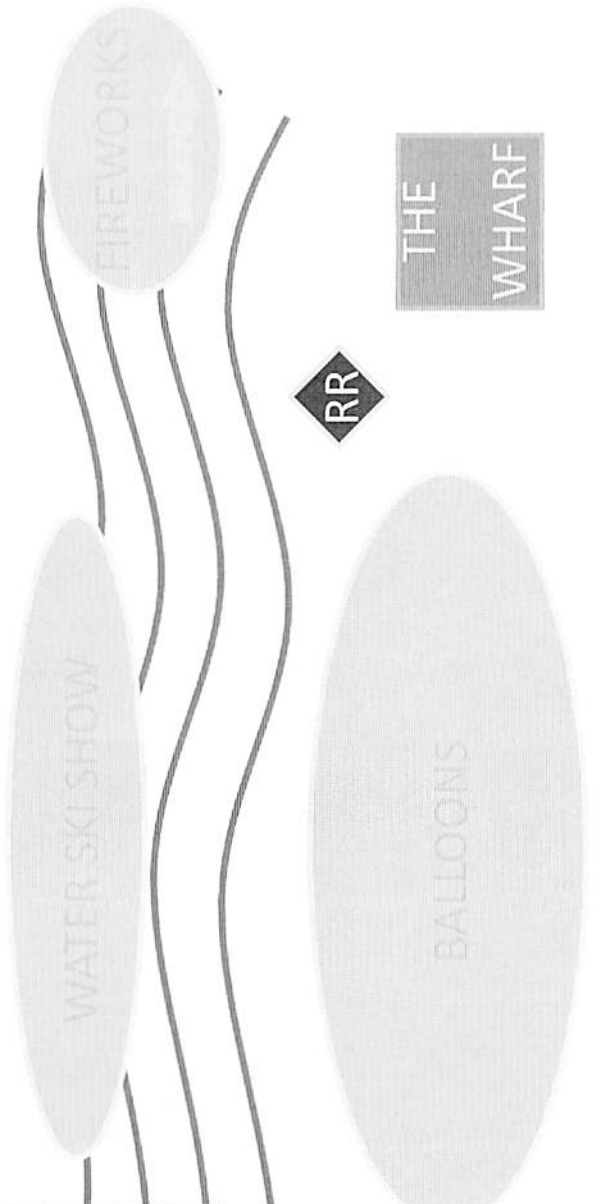
Date of birth of applicant 01/27 / 1960

Signature of Applicant: *Karen Muehl* Date: ~~02/27/2023~~ 3/24/2023

E-MAIL

PRINT

BALLOON GLOW 2023
 ▲ - ID CHECK
 ◆ - RESTROOMS



BALLOON GLOW 2023
- ID CHECK
- RESTROOMS

▲ ID CHECK
◆ RESTROOMS

← N

IZUMI SUSHI

N 7th

N 8th ST

MARITIME MUSEUM



FOOD TRUCKS



BEER TENT

FOOD TRUCKS



WATER SKI SHOW

FIREWORKS