

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/14/2025

EVENT NAME: Lakeshore Balloon Glow

ORGANIZER: Chamber of Manitowoc County - Abbey Quistorf

E-MAIL ADDRESS: [abbey@chambermanitowoccounty.org](mailto:abbey@chambermanitowoccounty.org)

EVENT DATE: 8/15/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Large-scale family-friendly event in downtown Manitowoc featuring hot air balloons, water ski show, kids area, fireworks, and more.

COMMITTEE CONCERNS: The bridge must go up for the waterski show at 5pm

WAIVER OF FEES: Approved

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Approval of road closure of Quay Street from 8th to 6th streets.

ITEMS TO INCLUDE IN LETTER:

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# Special Event Application

Thursday, May 8, 2025

## General Event Information

**Event name** Lakeshore Balloon Glow

**Location** Briess Lot/Quay Street/WMM Parking Lot

**Date** Friday, August 15, 2025

**Event time** 5:00 PM - 9:00 PM

**Setup start time** Friday, August 15, 2025 08:00

**Takedown end time** Friday, August 15, 2025 23:59

## Applicant Information

**Name of Applicant** Abbey Quistorf

**Organization Name** The Chamber of Manitowoc County

**Address** 1515 Memorial Dr.  
MANITOWOC, WI, 54220

**Email** abbey@chambermanitowoccounty.org

**Phone number** (920) 684-5575

**On-site contact & phone number** 9209730095

### Event description

The Lakeshore Balloon Glow glows up to 6 hot air balloons along the riverfront at dusk. In addition, we have 18 food trucks, music, water ski show in manitowoc river, children's area with activities including bounce houses and a magic show, snakes, STEM activities. The event concludes with fireworks. There is no admission. A completely free, fun, and family friendly event.

**Estimated total attendance** 5000

**Est. attendance from outside Manitowoc** 1000

## Event Features

Select all that apply to the event

Alcohol sales

Food or drink sales

Vendor(s)

Food Trucks

Collecting monetary donations

Accepting credit card sales/transactions

**Expected revenue**

8000

**Revenue will be used for**

downtown beautification projects

## Route & Road Usage

### Road Closure

Quay Street (Between 8th & 6th)

### Road Crossing

8th & Quay

### Where are cars parking?

Street Parking/Offsite Lots

### Time of amplified sound

5:00 PM - 9:00 PM

### Amplified sound type

DJ will be playing music/Water Ski Show will amplify sound

## Event Structures

### Select all that apply

Animals

Bounce House

Fencing

Fireworks

Portable restrooms

Tent(s)

Waste removal service

## Safety & Security

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

We will have two safety/first aid tents provided by Aurora/Froedtert HFM (one on north side, one on south side.)

We will also have 4 security guards, hired through Tri-Bolt out of Green Bay.

ID Scanners from NEWAHEC will be used.

If available, officers to take a walk through the crowd every now and then would be great.

If Rescue squad is needed, First Aid tents will call, and rescue squad can pull into library Book Drop off (southside) and Wisconsin Maritime Museum parking lot (north side)

## Equipment & Facility Requests

### Do you need power or lighting?

power - Adam Tegen taking care of this

Tables & seating

Banquet tables 8'x40' 22  
\$7 max 22

Benches 4' 20  
\$6 max 40

Metal folding chairs

Picnic tables 6' 20  
**\$6 max 20**

Parks items

Post pounder

Power pedestal 3  
**\$50 max. 3**

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20'

Ticket booth

Trash barrels

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type 14  
**\$6**

Channelizer drums 3'

Cones 18"

Cones 28" 20  
**\$5.50**

Delineators 42"

"Road Closed" signs 4  
**\$6**

"Road Closed Ahead" signs

**Estimated cost per day** 762

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

Contact Adam Tegen for instructions on drop off.

## 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?

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-friendly event. The proceeds for this event are intended to assist the City of Manitowoc in Downtown beautification Improvements.

## Map

Upload map and supporting documents



Balloon Glow Layout Full - 2024 (Upda... .pdf

## Legal Notice and Submission

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

No

Applicant date of birth

Saturday, September 28, 1985

Sign

Abbey Quistorf



