

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 5/25/2022

**EVENT NAME:** Cool City Classic Car Cruise

**ORGANIZER:** Two Rivers Main Street - Roger Russove

**E-MAIL ADDRESS:** director@tworiversmainstreet.com

**EVENT DATE:** 6/24/2022

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Parade of classic cars from UWGB-Manitowoc parking lot through Manitowoc to Two Rivers; rolling street closures; assistance from PD to lead parade

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

**APPROVE**

**DENY**

Jason Frelboth/ec  
Brock Wetenkamp/ec  
Klm Lynch/ec  
Todd Blaser/ec

**COUNCIL ACTION REQUIRED:**

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**ITEMS TO INCLUDE IN LETTER:**

The City looks forward to this year's Cool City Car Show and appreciates the excitement City residents feel each year watching these amazing cars drive past. Please help the City maintain this much-loved event by reminding drivers that traffic laws will be enforced during the parade. Drivers doing burnouts or other unlawful behavior may receive traffic citations. We hope that by warning drivers of the potential consequences, we can prevent this behavior and keep the parade a fun and safe environment for all.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Two Rivers Main Street, Inc  
 Name of Applicant Roger Russove  
 Street Address 1608 Washington Street  
 Mailing Address PO Box 417  
 (if different)  
 City, State, Zip Two Rivers, WI 54241  
 Primary Phone 920-794-1482  
 Cell Phone 920-973-2710  
 Email director@tworiversmainstreet.com  
 Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
 On-Site Contact Roger Russove  
 On-Site Cell Phone # 920-973-2710  
 On-Site Security Contact Name Travis Stevens  
 On-Site Security Contact Phone # 920-973-1681

### EVENT INFORMATION

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

Missing Map/Drawing

Assembly of cruise vehicles will begin at 4:00 PM at UW-Manitowoc. At 6:00 PM vehicles will leave and travel west on Viebahn to S. 10th St., north on 10th St. to Washington St., east on Washington St. to 8th St., north on 8th to Maritime Drive. Continue on Maritime Drive to Memorial Drive. Continue on Maritime Drive to city limits, where cruise will be met by Two Rivers Police Department.

Event Name Cool City Classic Car Cruise

Public Event YES  NO

Location

Estimated Total Attendance 4000

Estimated Attendance 1500  
 from outside City of Manitowoc

Staging Area UW-Manitowoc

Event Website https://tworiversmainstreet.com/events/two-rive

Event Date(s) 6/24/2022

Event Start Time 4:00 AM  PM

Event End Time 7:00 AM  PM

Setup Date(s) 06/24/2022

Setup Start Time 3:30 AM  PM

Teardown Date(s) 06/24/2022

Teardown End Time 6:30 AM  PM   
 (Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAY 12 2022

CITY OF MANITOWOC  
 ENGINEERING

**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 \_\_\_\_\_
- 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)
- 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 # \_\_\_\_\_
- Portable Restrooms # \_\_\_\_\_
- Signs/Banners # \_\_\_\_\_
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

**EVENT FEATURES**

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

**SOUND**

- Amplified Sound
- Start Time \_\_\_\_\_ AM PM
- End Time \_\_\_\_\_ AM PM
- Type of Sound \_\_\_\_\_

**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](http://www.manitowoc.org).

DELIVERY DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM  PM  LOCATION \_\_\_\_\_

PICKUP DATE \_\_\_\_\_ TIME \_\_\_\_\_ 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' \_\_\_\_\_
- Benches – 4' wooden \_\_\_\_\_
- Bleachers – 15'x5' portable \_\_\_\_\_
- Chairs – metal, folding \_\_\_\_\_
- Picnic Tables – 6' wooden \_\_\_\_\_
- Picnic Tables – 8' wooden, ADA accessible \_\_\_\_\_

**TENTS**

- Tent – 10'x 20' \_\_\_\_\_

**TRAFFIC CONTROL ITEMS**

- Barricades – 2' \_\_\_\_\_
- Barricades – 3' \_\_\_\_\_
- Barricades – 8' \_\_\_\_\_
- Barricades – 12' rail-type \_\_\_\_\_
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" \_\_\_\_\_
- Cones – 28" reflective \_\_\_\_\_
- 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 \_\_\_\_\_
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 600

Where do you plan to park vehicles UW-Manitowoc

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 Traffic control at intersections along route. Vehicle to lead cruise.

Date/Time 6/24/2022 6:00 PM

Location Intersections along described route. Lead vehicle at UW-Manitowoc

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?

**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 10 / 28 / 1958

Signature of Applicant:  Date: 05/09/2022

E-MAIL





PRINT

Rev. 12/2021





Viebahn St

- 
- 1. Head west on **Viebahn St** toward **S 8th St** go 0.2 mi  
total 0.2 mi
  -  2. Take the 2nd right onto **S 10th St**  
About 5 mins go 1.5 mi  
total 1.7 mi
  -  3. Turn right onto **Washington St** go 0.1 mi  
total 1.9 mi
  -  4. Take the 2nd left onto **S 8th St**  
About 2 mins go 0.3 mi  
total 2.1 mi
  -  5. Turn right onto **Maritime Dr**  
About 3 mins go 1.4 mi  
total 3.6 mi
  - 6. Continue onto **Memorial Dr** go 4.6 mi  
total 8.1 mi  
About 7 mins
  - 7. Continue onto **Washington St** go 0.6 mi  
total 8.7 mi  
About 2 mins



Washington St

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2013 Google

Directions weren't right? Please find your route on [maps.google.com](http://maps.google.com) and click "Report a problem" at the bottom left.