

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/6/2025

EVENT NAME: Pumpkin Palooza

ORGANIZER: Visit Manitowoc - Erika Christel

E-MAIL ADDRESS: echristel@manitowoc.org

EVENT DATE: 10/15/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Carving and painting of pumpkins at Burger Boat Park to be displayed through Halloween in downtown Manitowoc.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE

DENY

Todd Blaser /ec
Courtney Hansen /ec
Eric Nyce /ec
Brock Wetenkamp /ec

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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Special Event Application

Wednesday, July 30, 2025

General Event Information

Event name Pumpkin Palooza
Location Burger Boat Park
Date Wednesday, October 15, 2025
Event time 3:00 PM - 6:00 PM
Setup start time Wednesday, October 15, 2025 14:00
Takedown end time Monday, November 3, 2025 10:00

Applicant Information

Name of Applicant Erika Christel
Organization Name Visit Manitowoc
Address 824 S 8th St
Manitowoc, WI, 54220
Email echristel@manitowoc.org
Phone number (920) 686-3506
On-site contact & phone number Courtney Hansen 9209739508

Event description

Carving and/or painting of pumpkins at Burger Boat Park. There will be waivers for people to fill out if they will be using our tools. We might have a food truck.

Visit Manitowoc staff will be on site and then distribute the pumpkins around Burger Boat and Shipbuilders Parks. These pumpkins will remain in place until the first business day after Halloween (Nov. 3) when we will dispose of them in a Pozorski dumpster. If available, the team would love some help from anyone in DPI who could lend a hand that morning with tossing the pumpkins.

Estimated total attendance 60
Est. attendance from outside Manitowoc 10

Event Features

Select all that apply to the event Food Trucks

Expected revenue 0

Route & Road Usage

Event Structures

Select all that apply Tent(s)

Safety & Security

Equipment & Facility Requests

Park or facility request not listed above: Burger Boat Park

Tables & seating

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' $\frac{12}{\$6 \text{ max } 20}$

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20' $\frac{1}{\$55 \text{ max. } 2}$

Ticket booth

Trash barrels $\frac{2}{\$6 \text{ max. } 50}$

Estimated cost per day 139

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

Please add 2 addtl trash cans to what's already at the park. Please set up tent before 2pm. If someone from DPI could help with moving pumpkins into the dumpster on Nov 3 from 7:30am-9am, that would be amazing!

Waiver of Fees

Are you requesting a Waiver of Fees?

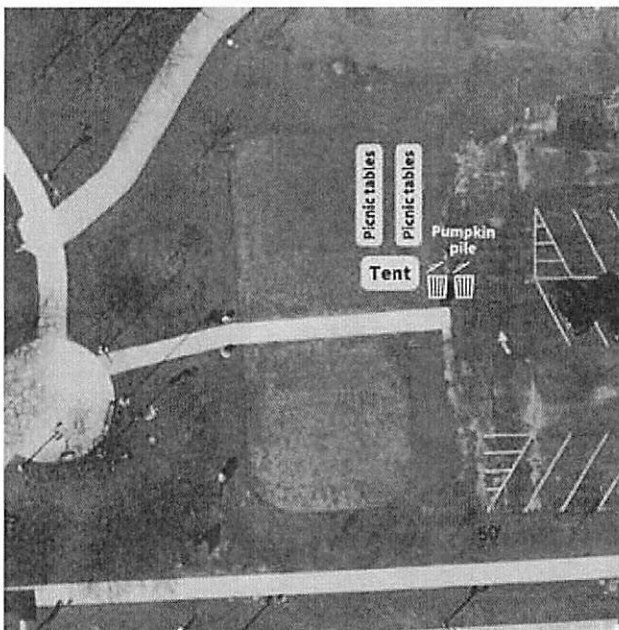
Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Why should this Waiver of Fees be granted?

City dept

Map

Upload map and supporting documents



Legal Notice and Submission

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

Yes

Applicant date of birth

Friday, June 12, 1998

Sign

Erika Christel