

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 4/15/2026

**EVENT NAME:** Lighthouse Tours

**ORGANIZER:** Manitowoc Sunrise Rotary - Paul Roekle

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

**EVENT DATE:** 7/4/2026

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Use of some space at Lighthouse Park and the pier to conduct an open house at the Lighthouse

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Granted

**COMMITTEE DECISION:**

APPROVE	DENY
Courtney Hansen /ec Eric Nycz /ec Dan Koski /ec Todd Blaser /ec Craig Jansen /ec	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



## 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>	Saturday, July 4, 2026
<b>End date if multiple day event and additional dates if applicable.</b>	N/A
<b>Event time</b>	11:00 AM - 6:00 PM
<b>Setup start time</b>	Friday, July 3, 2026 10:00
<b>Takedown end time</b>	Sunday, July 5, 2026 15:00

## Applicant Information

<b>Name of Applicant</b>	Paul Roekle
<b>Organization Name</b>	Manitowoc Sunrise Rotary
<b>Address</b>	2325Victoria Drive Manitowoc, WI, 54220
<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>	Dennis Huckins (920)946-5179

### Event description

Self-guided tours at Manitowoc North Breakwater Lighthouse. Guests report to Lighthouse Park at the west end of the Blue Rail. They follow the Blue Rail to the east end. They are then directed to the Breakwater walkway following single file to the Lighthouse. Guests are then self-guided through the Lighthouse. Upon completion of the tour, the guests are directed back to Lighthouse Parking Lot following the Blue Rail.

. The event is associated with Fourth on the Shore and Subfest festivities.

<b>Estimated total attendance</b>	800
<b>Est. attendance from outside Manitowoc</b>	400

## Event Features

Select all that apply to the event

Collecting monetary donations

Expected revenue

1000

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

N/A

Road Crossing

N/A

Where are cars parking?

Lighthouse Parking Lot/Maritime Drive

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?

N/A

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) organization that raises funds to support youth activities in the local area. This event attracts visitors from Manitowoc, across the State of Wisconsin, and neighboring states. It showcases lakeshore hospitality, highlights local amenities, and supports many area businesses that benefit from the attendance at the event.

## Map

**Upload map and supporting documents**



rotarylighthouse.2026.sitemap.4-3-20... .pdf

## Legal Notice and Submission

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

Yes

**Applicant date of birth**

Thursday, July 20, 1944

**Sign**

Paul Roekle



Huron St

Huron St

N 6th St

N 5th St

N 4th St

Madison Elementary School

Bathrooms

Maritime Dr

Parking

tan Home ed Living

ark

N 4th St

Manitowoc Dredge Material Disposal Facility

Semper Fi Charters

N 5th St

N Lake St

Manitowoc Marina

Manitowoc City Paws & Play Dog Park

oga Studio

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Manitowoc Two Rivers YMCA

Bloom & Brunch

The Inn on Maritime Bay, an Ascend...

Manitowoc North Breakwater Lighthouse

Manitowoc River

Ludington

South Pier Light Navigational Beacon

S 5th St

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