

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/3/2025

EVENT NAME: Cardboard City

ORGANIZER: Habitat for Humanity - Jean Wakefield

E-MAIL ADDRESS: director@manitowochabitat.org

EVENT DATE: 10/24-25/2025

NEW OR RECURRING: New/recurring

LOCATION/DESCRIPTION: 10th Annual Cardboard City event, which encourages participants to build a cardboard home and sleep in it overnight in the parking lots. Event features will be on both sides of 8th Street. Public Safety's opinion is that a road closure is the safest way to facilitate this event.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Approval of road closure of N 8th Street, from Park St to State St, from 12pm Friday to 12pm Saturday.

ITEMS TO INCLUDE IN LETTER:

Do not place any items in the street that are not able to be quickly and easily moved in the event that emergency services are needed.



Special Event Application

Tuesday, August 12, 2025

General Event Information

Event name	10th Annual Cardboard City 2025
Location	First Presbyterian Church and First Lutheran Church
Date	Friday, October 24, 2025
End date if multiple day event and additional dates if applicable.	10/25/2025
Event time	12:00 PM - 12:00 PM
Setup start time	Friday, October 24, 2025 09:00
Takedown end time	Saturday, October 25, 2025 13:00

Applicant Information

Name of Applicant	JEAN C WAKEFIELD
Organization Name	Manitowoc County Habitat for Humanity
Address	1209 SOUTH 41ST STREET MANITOWOC, WI, 54220
Email	director@manitowochabitat.org
Phone number	(920) 265-0969
On-site contact & phone number	9202650969
Security name & phone number	Jean Wakefield 920-265-0969

Event description

This is the 10th Annual Cardboard City: Battle of the Builders. This event marks a decade of community collaboration between Habitat for Humanity, Hope House and The Haven. This Fundraiser raises awareness of homelessness and the need for affordable housing within Manitowoc County. The event is from noon -noon, Friday, October 24 - October, Saturday, October 25. Participants will build cardboard structures and spend the night. As this will be a community driven event, we anticipate the general public partaking in the food, music and enjoying the building of the structures. We will not be charging admission. A donation will be appreciated. We would like a section of N 8th Street between State Street and Park Street closed. There will be food trucks arriving mid morning and parking in First Lutheran Parking Lot. We will have the City Mayor doing the welcome, and introductions of the three non-profits, speakers and musical groups during the evening hours.

Estimated total attendance 100

Est. attendance from outside
Manitowoc 25

Event Features

Select all that apply to the event

Food or drink sales Food Trucks
Collecting monetary donations
Accepting credit card sales/transactions

Expected revenue 30000

Revenue will be used for The three non-profits will use it for operating expenses.

Route & Road Usage

Road Closure

North 8th Street between State Street and Park Street from Noon, Friday, October 24 and Noon, Saturday, October 25.

Road Crossing

South side parking on State, North side parking on Park Street,
West side parking on 9th Street, East side parking on 7th
Street.

Where are cars parking?

Cars will park on both sides of State and Park Streets between
N 9th and N 7th Streets

Describe course markings and if this
is a timed route n/a

Time of amplified sound 4:45 PM - 10:00 PM

Amplified sound type live music

Event Structures

Select all that apply

Portable restrooms Tent(s)
Waste removal service

Safety & Security

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

We are uncertain at this time whether this event will draw large numbers of people. We will have first aid kits available. There will be no alcohol served. This is the first year that we have requested that a portion of 8th street be closed.

The event will take place from noon to noon on Friday, October 24 to Saturday October 25. The location will be both First Presbyterian Church and First Lutheran Church.

Equipment & Facility Requests

Do you need power or lighting?

Need to have power sources checked at First Lutheran Church to see if there is enough power for the food trucks.

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8' (set up included) $\frac{1}{\$680 \text{ max. } 1}$

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' $\frac{2}{\$8}$

Barricades 12' rail type $\frac{6}{\$6}$

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs $\frac{2}{\$6}$

"Road Closed Ahead" signs $\frac{2}{\$6}$

Estimated cost per day

756

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

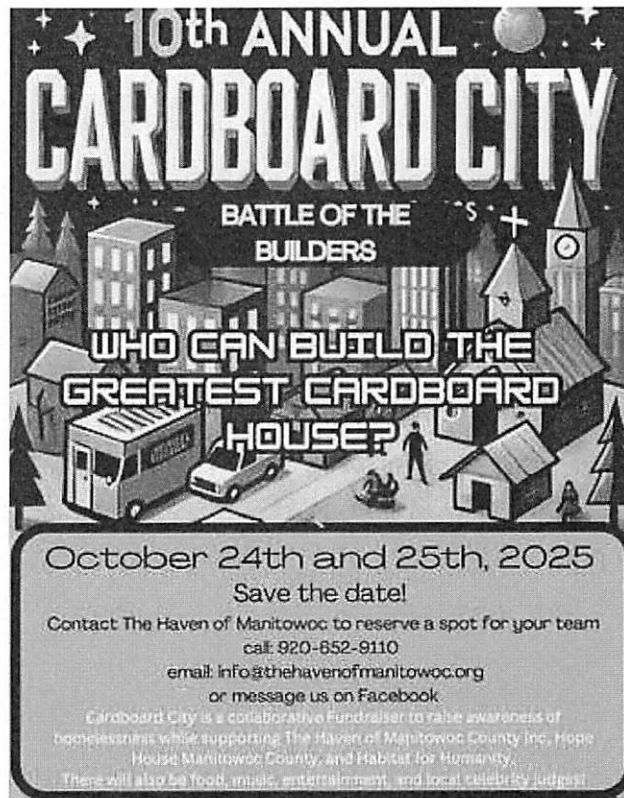
Portable Bandwagon located in the First Presbyterian Church parking lot.

3-12' rail type at State and 8th Streets

3-12' rail type at Park and 8th Streets

2-8' barricades at the 9th Street entrance to First Presbyterian Church

Road Closed and Road Closed Ahead Signs at State Street and Park Street.



CBC 2025 Itinerary.docx



2025 CBC Sponsor letter.pdf



2025 Cardboard City - Sponsorship Pl... .pdf

Questions and comments

I and Alex, Executive Director, can meet with the committee to discuss further this fundraising event. Thank you.

Jean Wakefield
Executive Director
Manitowoc County Habitat for Humanity

Legal Notice and Submission

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

No

Applicant date of birth

Thursday, August 9, 1951

Sign

Jean Wakefield