

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/12/2023

EVENT NAME: Special Event - Lighthouse Tour

ORGANIZER: Manitowoc Sunrise Rotary - Paul Roekle

E-MAIL ADDRESS: proekle@comcast.net

EVENT DATE: 7/4/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Self-guided tours organized by the Sunrise Rotary into the Manitowoc Breakwater Lighthouse. This happens in conjunction with Fourth on the Shore. Safety measures are taken and only one-way traffic is allowed on the pier.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Jason Freiboth /ec Dan Koski /ec Eric Nycz /ec Shawn Alfred /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Please have appropriate life-saving measures (lifeguards, life buoys, etc.) in place, since public safety may not be able to immediately reach anyone who should slip & fall into Lake Michigan. Also, please consider calling off the event if a small craft advisory is issued by the National Weather Service.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Manitowoc Sunrise Rotary

Name of Applicant Paul Roekle

Street Address 2325 Victoria Drive

Mailing Address _____
(if different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-323-9811

Cell Phone 920-323-9811

Email proekle@comcast.net

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Paul Roekle

On-Site Cell Phone # 920-323-9811

On-Site Security Contact Name Barry Bast

On-Site Security Contact Phone # 920-973-3089

EVENT INFORMATION

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

Missing Map/Drawing



Manitowoc Sunrise Rotary, Lighthouse Keeper for the North Breakwater Lighthouse, will be offering self guided tours at Manitowoc North Breakwater Lighthouse on July 4th, with free admission for the public. Guests report to Manitowoc Harbor Park welcome area, at west end of the Blue Rail. They are then directed to the Breakwater walkway following the Blue Rail to the east end, then escorted to Lighthouse. The guests are organized into small groups, led single file with one way traffic on the Breakwater to Lighthouse. Guests are then self guided through Lighthouse and return to shore following instructions from the guide. Event is associated with Fourth on the Shore and Subfest on July 4th.

Event Map attached in separate attachment.

Event Name Manitowoc Sunrise Rotary 4th Annual Lighthouse Tour

Public Event YES NO

Location Manitowoc Harbor Park, Harbor Containment Area, Breakwater and Lighthouse

Estimated Total Attendance 1,500

Estimated Attendance 750
from outside City of Manitowoc

Staging Area Containment Area, Lighthouse

Event Website manitowocsunriserotary.org

Event Date(s) 07/04/2023

Event Start Time 11:00 AM PM

Event End Time 5:00 AM PM

Setup Date(s) 07/04/2023

Setup Start Time 9:00 AM PM

Teardown Date(s) 07/04/2023

Teardown End Time 7:00 AM PM

(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

- Facility Location _____
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements _____
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

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 # 2

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

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 _____

- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

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.

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 _____

Where do you plan to park vehicles Maritime Drive, Manitowoc Harbor Parking Lot, Downtown 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 _____

Date/Time _____

Location _____

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?

2 - 2' x 8' banners are placed at the west end of the Blue Rail, just off the parking lot. They are visible from Maritime Drive from both directions. They are placed on the rail about a month before the event and removed about a month after the event. They promote the Lighthouse open house. They are extremely effective and generate a lot of interest. We would appreciate cooperation in preserving those Banners.

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.

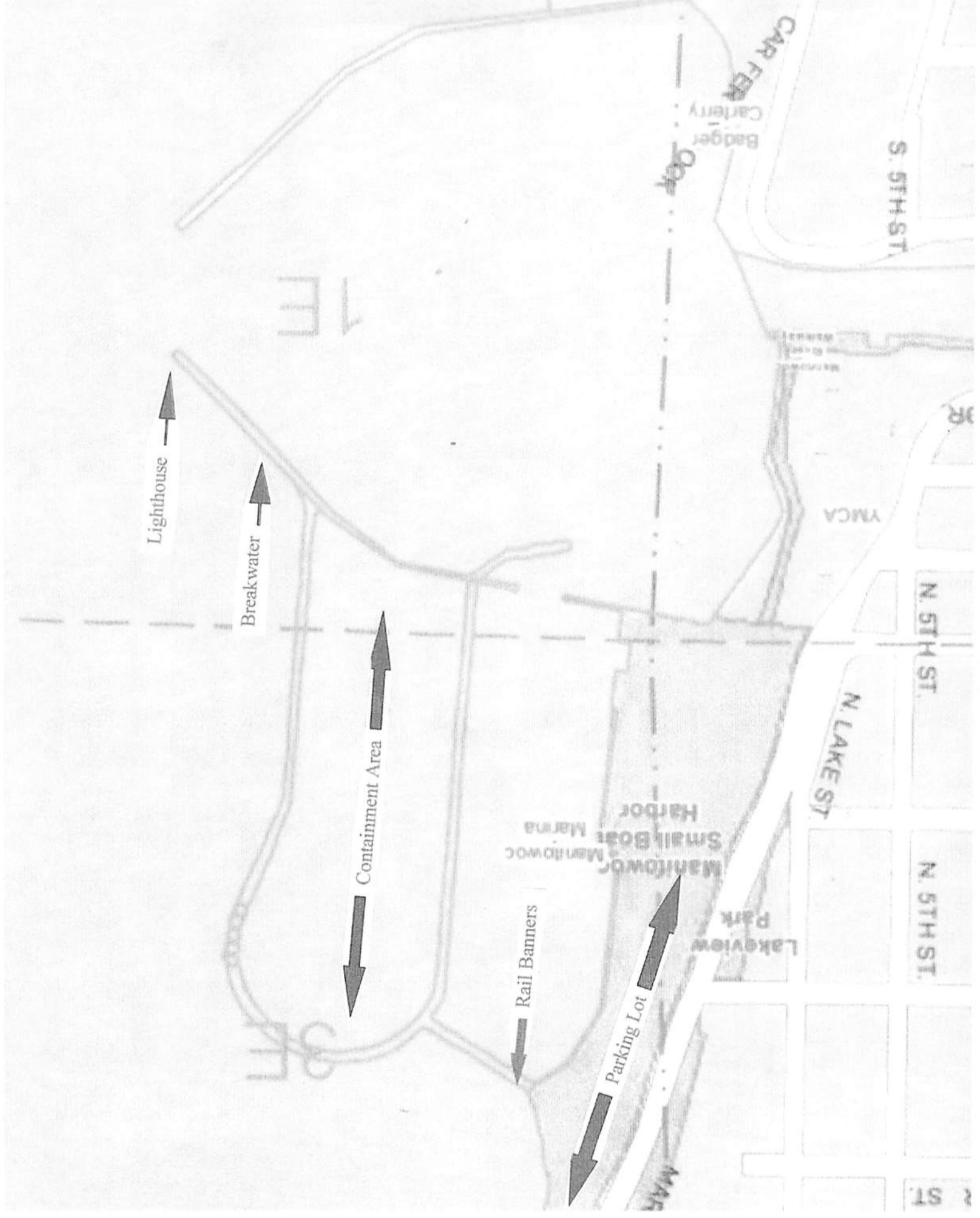
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the 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 07 / 20 / 1944

Signature of Applicant: Paul Roekle Date: 4/4/2023

E-MAIL

PRINT



Lighthouse

Breakwater

Containment Area

Rail Banners

Parking Lot

CAR FERRY

Badger Caferry

S. 5TH ST

YMCA

N. 5TH ST

N. LAKE ST

N. 5TH ST

Manitowoc Small Boat Marina Harbor

Lakeview Park

R ST

1E

3E