

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/15/2026

EVENT NAME: Lakeshore Balloon Glow

ORGANIZER: Chamber of Manitowoc County - Abbey Quistorf

E-MAIL ADDRESS: abbey@chambermanitowoccounty.org

EVENT DATE: 8/14/2026

NEW OR RECURRING:

LOCATION/DESCRIPTION: Large event in downtown Manitowoc surrounding the river with hot air balloons, waterski show, and other entertainment.

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:

Road closure of Quay St between S 8th and S 6th from 5pm-9pm

ITEMS TO INCLUDE IN LETTER:



Special Event Application

Friday, March 27, 2026

General Event Information

Event name Lakeshore Balloon Glow

Location Briess Parking Lot/Quay Street/Burger Park

Date Friday, August 14, 2026

Event time 5:00 PM - 9:00 PM

Setup start time Friday, August 14, 2026 07:00

Takedown end time Tuesday, August 25, 2026 23:00

Applicant Information

Name of Applicant ABBEY QUISTORF

Organization Name The Chamber of Manitowoc County, Inc.

Address 1515 Memorial Drive
Manitowoc, WI, 54220

Email abbey@chambermanitowoccounty.org

Phone number (920) 684-5575

On-site contact & phone number 9209730095

Security name & phone number Tri-Bolt 833-874-2658

Event description

The Lakeshore's premier FREE Family-Friendly event. Balloon's will glow along the riverfront at dusk. Water Ski show, Fireworks, Children's area and 19 food trucks.

Estimated total attendance 5000

Est. attendance from outside Manitowoc 1000

Event Features

Select all that apply to the event

Alcohol sales Food or drink sales Vendor(s)

Food Trucks Collecting monetary donations

Expected revenue 5000
Revenue will be used for Downtown Beautification

Route & Road Usage

Road Closure

Quay Street Between 8th and 6th - 5-9pm only.

Road Crossing 8th and quay

Where are cars parking? trolley sites and city streets

Time of amplified sound 5:00 PM - 9:00 PM

Amplified sound type Using Advanced Entertainment DJ service

Event Structures

Select all that apply

Animals Bounce House Fireworks
Portable restrooms Waste removal service

Safety & Security

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

Will have Froedtert and Aurora on hand to host Safety Areas/First Aid. Have also contracted with Tri-Bolt security out of Green Bay for private security.

Equipment & Facility Requests

Do you need power or lighting? yes - Adam Tegen will take care of this

Tables & seating

Banquet tables 8'x40' 22
\$7 max 22

Benches 4' 40
\$6 max 40

Metal folding chairs

Picnic tables 6' 20
\$6 max 20

Parks items

Post pounder

Power pedestal 3
\$50 max. 3

Safety vests

Security stanchions $\frac{18}{\$7 \text{ max. } 18}$

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20'

Ticket booth

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

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' $\frac{10}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28" $\frac{40}{\$5.50}$

Delineators 42"

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

"Road Closed Ahead" signs

Estimated cost per day 1402

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

Adam Tegen will confirm all of these needs - please reach out to him.

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?

We give a portion of our proceeds back to the the City of Manitowoc to buy beautiful decorations to adorn our lovely downtown.

Map

Upload map and supporting documents



Final update 7-29-2025 with logo Ballo....pdf

Questions and comments

All equipment needs should be confirmed by Adam Tegen.

Legal Notice and Submission

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

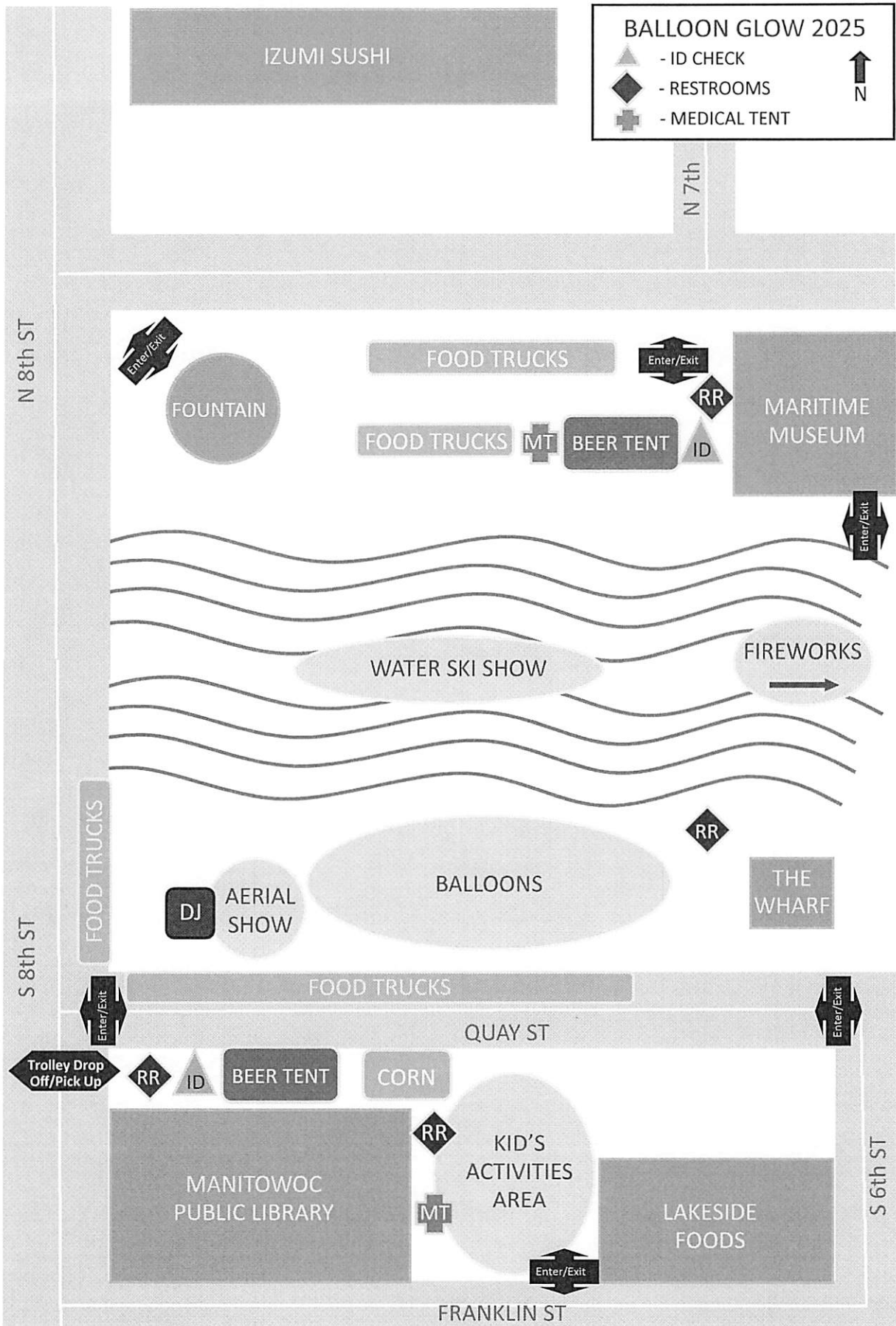
No

Applicant date of birth

Saturday, September 28, 1985

Sign

Abbey Quistorf



MAP SPONSOR:

