

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/24/2024

EVENT NAME: Lakeshore Balloon Glow

ORGANIZER: Chamber of Manitowoc County - Abbey Quistorf

E-MAIL ADDRESS: abbey@chambermanitowoccounty.org

EVENT DATE: 8/16/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Fundraiser festival in downtown Manitowoc with ski show, kids area, food and alcohol sales, bounce houses, and fireworks.

COMMITTEE CONCERNS:

WAIVER OF FEES: approved

COMMITTEE DECISION:

| APPROVE | DENY |
|---|------|
| Shawn Alfred /ec Todd Blaser /ec Jason Freiboth /ec Dan Koski /ec Eric Nycz /ec | |

COUNCIL ACTION REQUIRED:

Road closure of Quay St from 6th to 8th Streets

ITEMS TO INCLUDE IN LETTER:

Please report vendors and food trucks to the Wisconsin DOR using the form S-240 at revenue.wi.gov.



Wednesday, January 17, 2024

Special Event Application

Approval Status

Not Started

General Event Information

| | |
|----------------------|---|
| Event name | Lakeshore Balloon Glow |
| Location | Quay Street (Between 8th & 6th Streets) |
| Date | Friday, August 16, 2024 |
| Event time | 5:00 PM - 9:00 PM |
| Setup date & time | Friday, August 16, 2024 12:00 |
| Takedown date & time | Friday, August 16, 2024 21:00 |

Applicant Information

| | |
|-------------------------------------|--|
| Name of Applicant | Abbey Quistorf |
| Organization name | The Chamber of Manitowoc County |
| Address | 1515 MEMORIAL DR MANITOWOC, WI, 54220 |
| Email | abbey@chambermanitowoccounty.org |
| Phone number | (920) 684-5575 |
| On-site contact name & phone number | Abbey Quistorf (920) 973-0095 |
| Security name & phone number | Adam Tegen (715) 741-1200 |

Event Details

If any questions are not applicable, you can leave them blank.

Event description

Hosted in patnership with the City of Manitowoc and Visit Manitowoc, the Lakeshore Balloon Glow, a premier waterfront event that attracts over 4,000 individuals to Downtown Manitowoc's Riverfront. Check out the food trucks, children's area, entertainment, enjoy the water ski show, and watch as local balloon pilots inflate and glow their hot air balloons, and end the evening with an awesome fireworks display. This event aims to boost both commerce and community engagement. Thanks to our sponsors' generosity, the event is free, family-friendly, and FUN.

Estimated total attendance 4000

Estimated total attendance from outside Manitowoc 1500

Event website www.chambermanitowocounty.org

Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Temporary Class "B" License, and provide Liquor Liability to the Clerk's Office.

Select all that apply to the event Alcohol sales Food or drink sales Food Trucks

Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

Road Closure

Quay Street between 8th and 6th streets, from 5 to 9 PM.

Road Crossing 8th & Quay

Where are cars parking? Street parking, as well as shuttle service provided from remote parking lots

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

Amplified sound type Advanced Entertainment DJ

Event Structures

Select all that apply Animals Bounce House Fireworks
Portable restrooms Waste removal service

Safety & Security

Depending on the size and nature of the event, the City may require medical and security services. Organizers should have a first aid kit at the minimum. Events that serve alcohol must ensure patrons are 21 years or older and at least one licensed bartender is on site.

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

- We will utilize ID scanners from Healthiest Manitowoc County. Only those who have IDs scanned receive a wristband and are able to be served.
- We will have a medical tent on site staffed with volunteers from Aurora and Froedtert HFM.

Equipment & Facility Requests

Special power or lighting request See Adam Tegen

Tables & seating not already at the location

Banquet tables 8'x40' $\frac{22}{\$7 \text{ max } 22}$

Benches 4' $\frac{40}{\$6 \text{ max } 40}$

Metal folding chairs

Picnic tables 6' $\frac{30}{\$6 \text{ max } 30}$

Parks items

Post pounder

Power pedestal $\frac{1}{\$50 \text{ max. } 3}$

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20'

Ticket booth

Trash barrels

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type $\frac{16}{\$6}$

Channelizer drums 3'

Cones 18" $\frac{20}{\$5.50}$

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Est. equipment cost per day 650

Equipment request notes

City Trolley

Delivery near Library Parking Lot and/or Briess Lot, coordinated with Adam Tegen.
If ADA picnic tables are available, that would be great too.

Waiver of Fees

Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not guaranteed. This waiver does not waive late application, late application, and cancellation fees. Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

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?

Proceeds from this event are donated to Downtown Manitowoc improvements. In past years we have donated flowers, holiday decorations etc. The intent for this event is to be a free family event.

Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

Upload map and supporting documents



Balloon Glow Layout Full - 20... .pdf

Legal Notice and Submission

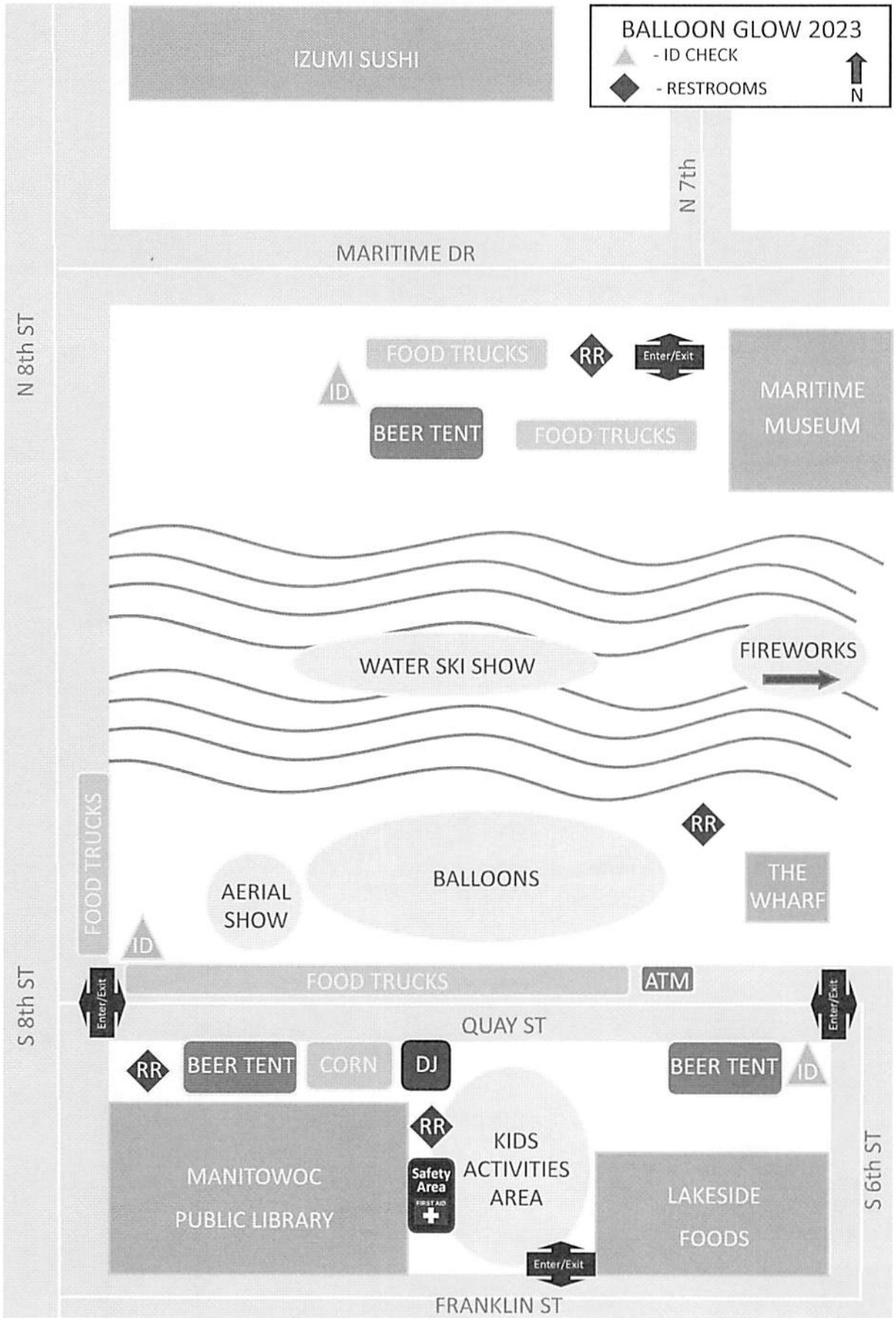
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees 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.

Applicant date of birth

Saturday, September 28, 1985

Sign

Abbey Quistorf



Map Sponsors:

