

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/26/2025

EVENT NAME: Trunk or Treat

ORGANIZER: Manitowoc Public Library - Sharon Verbeten

E-MAIL ADDRESS: [sverbeten@manitowoc.org](mailto:sverbeten@manitowoc.org)

EVENT DATE: 10/21/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Trunk or treating in the Farmers Market lot, expecting 1500 people.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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# Special Event Application

Wednesday, February 26, 2025

## General Event Information

**Event name** Trunk or Treat

**Location** Briess Parking Lot

**Date** Tuesday, October 21, 2025

**Event time** 5:30 PM - 7:00 PM

**Setup start time** Monday, October 20, 2025 20:30

**Takedown end time** Tuesday, October 21, 2025 20:00

## Applicant Information

**Name of Applicant** Sharon Verbeten

**Organization Name** Manitowoc Public Library

**Address** 707 Quay St.  
Manitowoc, WI, 54220

**Email** sverbeten@manitowoc.org

**Phone number** (920) 686-3025

**On-site contact & phone number** 920-655-8285

### Event description

This annual safe, fun and FREE trick-or-treating event, which showcases local businesses and organizations, is one of the library's most anticipated and well attended events of the year. Event will be held in the Briess Parking Lot across from the library.

**Estimated total attendance** 1500

## Event Features

**Expected revenue** 0

## Route & Road Usage

### Road Closure

None needed. Barricades will be needed in front of Briess lot the night before to block off for the event.

**Where are cars parking?** Library parking lot, streets

## Event Structures

## Safety & Security

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

None

## Equipment & Facility Requests

Traffic control

Barricades 2'

Barricades 3'

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

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Estimated cost per day 16

## 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?

MPL is a city department and a non-profit

## Map

Upload map and supporting documents



Briess Parking Lot Map.pdf

## Legal Notice and Submission

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

No

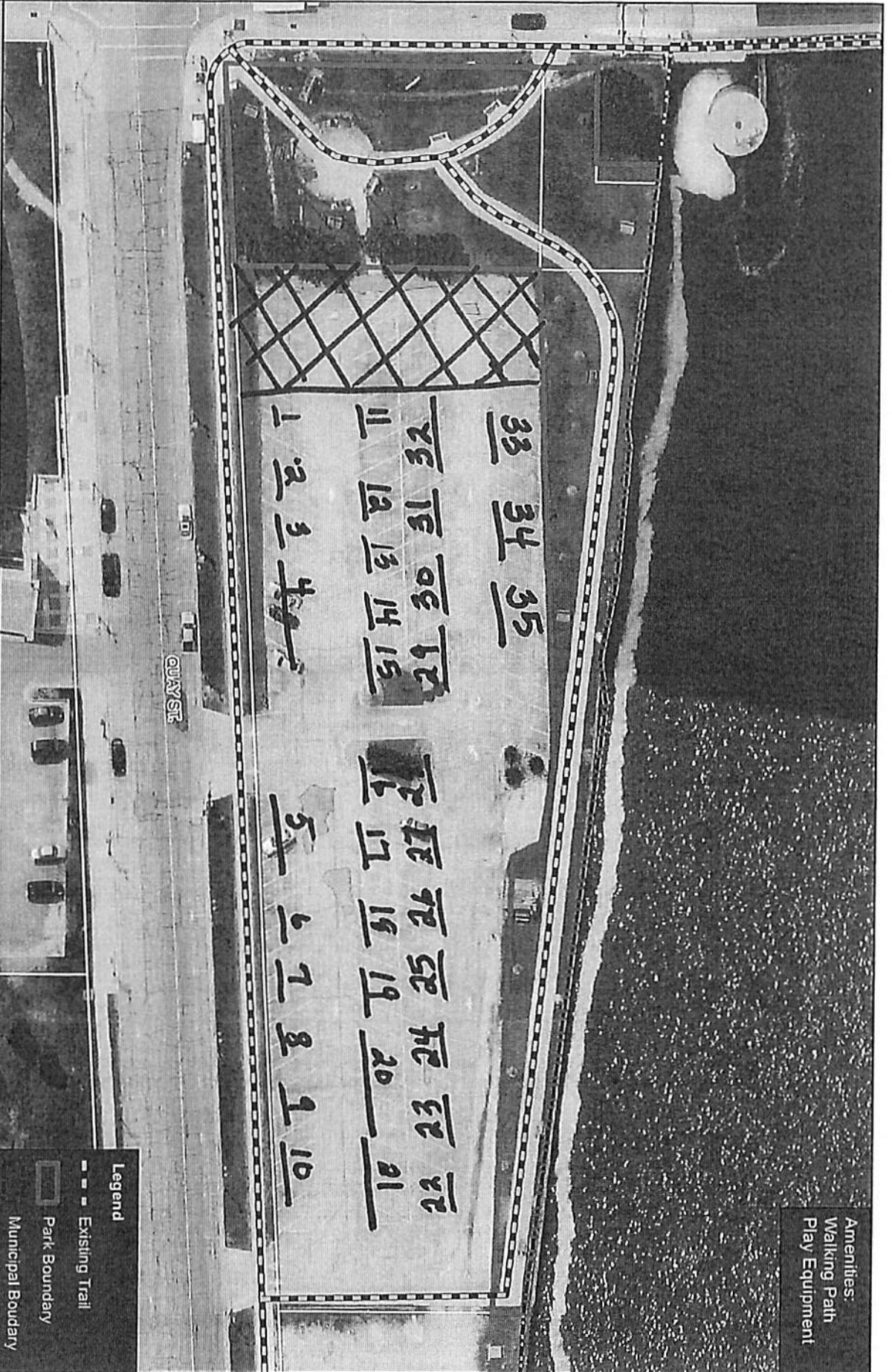
**Applicant date of birth**

Saturday, November 20, 1965

**Sign**

Sharon Verbeten

Amenities:  
Walking Path  
Play Equipment



# Burger Boat Company Park

City of Manitowoc, Wisconsin



Map prepared by:  
City of Manitowoc  
Planning Department  
Map Plotted April 2017

NOT TO SCALE

