

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 3/11/2026  
**EVENT NAME:** Trunk or Treat  
**ORGANIZER:** Manitowoc Public Library - Sharon Verbeten  
**E-MAIL ADDRESS:** [sverbeten@manitowocwi.gov](mailto:sverbeten@manitowocwi.gov)  
**EVENT DATE:** 10/20/2026      **NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Use of Briess Lot to host a trunk or treat with local businesses

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Granted

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



# Special Event Application

Tuesday, February 17, 2026

## General Event Information

<b>Event name</b>	Trunk or Treat
<b>Location</b>	Briess Parking Lot
<b>Date</b>	Tuesday, October 20, 2026
<b>Event time</b>	5:30 PM - 7:00 PM
<b>Setup start time</b>	Monday, October 19, 2026 08:00
<b>Takedown end time</b>	Tuesday, October 20, 2026 20:00

## Applicant Information

<b>Name of Applicant</b>	Sharon Verbeten
<b>Organization Name</b>	Manitowoc Public Library
<b>Address</b>	707 Quay St. Manitowoc, WI, 54220
<b>Email</b>	sverbeten@manitowoc.org
<b>Phone number</b>	(920) 686-3025
<b>On-site contact &amp; phone number</b>	920-655-8285

### Event description

Our library's annual safe, fun and FREE trick-or-treating event which showcases local businesses and organizations. Dress in costume and share in the festivities the week before Halloween.

<b>Estimated total attendance</b>	1100
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## Event Features

<b>Expected revenue</b>	0.00
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## Route & Road Usage

### Road Closure

none needed, but barricades needed to block off parking in Briess Lot on day of event

<b>Where are cars parking?</b>	library lot, streets
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## Event Structures

### Safety & Security

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

none needed, but Police and Fire often have a vehicle at the event

### Equipment & Facility Requests

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' 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

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

barricades to be set up at entrance to Briess Lot the evening of Monday, Oct. 19.

### Waiver of Fees

Are you requesting a Waiver of Fees?

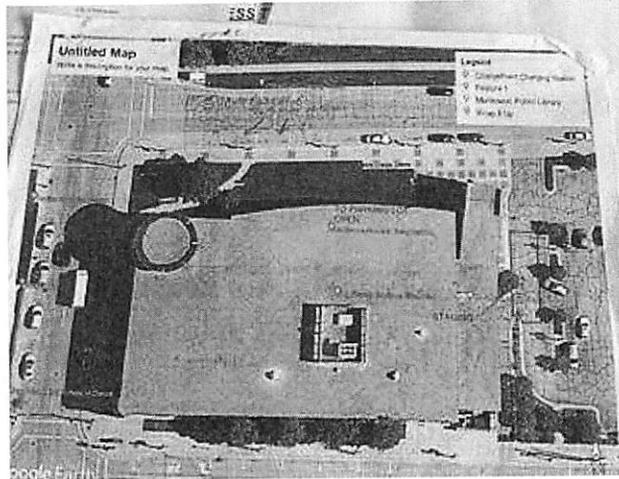
Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Why should this Waiver of Fees be granted?

MPL is a not for profit city entity; we've never had to pay for this service in the past. Plus many city departments participate.

### Map

Upload map and supporting documents



## 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