

PARKS & RECREATION DEPT. SPECIAL EVENT APPROVAL FORM

MEETING DATE: 7/29/2026

EVENT NAME: Nightmare Off 8th Street

ORGANIZER: Jessica Phillips

E-MAIL ADDRESS: nightmareoff8thstreet@gmail.com

EVENT DATE: 10/3/2026

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Annual Halloween street festival with live music, food trucks, seasonal vendors & fall fun, including a bounce house. Closure of Buffalo St. betw. N 7th & N 8th St. as well as intersection of N 7th & Buffalo. Use of picnic tables & traffic control items.

CONCERNS:

RECOMMENDATION TO

APPROVE/DENY EVENT: Approve event.

WAIVER OF FEES

RECOMMENDATION: Not requested

COUNCIL ACTION REQUIRED:

Closure of Buffalo Street between N 7th & 8th, as well as the intersection of N 7th & Buffalo.

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents.



Special Event Application

Thursday, April 30, 2026

General Event Information

Event name Nightmare Off 8th Street

Location Buffalo Street

Date Saturday, October 3, 2026

Event time 2:00 PM - 10:00 PM

Setup start time Friday, October 2, 2026 14:00

Takedown end time Sunday, October 4, 2026 14:00

Applicant Information

Name of Applicant Jessica Phillips

Organization Name Nightmare Off 8th Street LLC

Address 709 Buffalo Street
Manitowoc, Wisconsin, 54220

Email nightmareoff8thstreet@gmail.com

Phone number (920) 395-5159

On-site contact & phone number Jessica Phillips - (920) 395-5159

Event description

Nightmare Off 8th Street is Manitowoc's annual Halloween street festival - an evening of live music, food trucks, seasonal vendors, and fall fun in the heart of downtown. For one night only, wander down to Buffalo Street and enjoy an open-air block party; shop seasonal goods, grab something delicious to eat, and enjoy a killer line-up of entertainment.

Estimated total attendance 4000

Est. attendance from outside Manitowoc 2000

Event Features

Select all that apply to the event

Alcohol sales

Vendor(s)

Food Trucks

Expected revenue 10000

Revenue will be used for

To keep the event running year after year, paying entertainment, tent rental, etc.

Route & Road Usage

Road Closure

We need to close the intersection of 7th and Buffalo this year to better fit the stage. Besides that, we are again closing Buffalo Street between 7th and 8th.

Road Crossing

NA

Where are cars parking?

Street parking

Describe course markings and if this is a timed route

NA

Time of amplified sound

5:00 PM - 10:00 PM

Amplified sound type

Live music

Event Structures

Select all that apply

Bounce House

Portable restrooms

Tent(s)

Waste removal service

Safety & Security

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

If we could have police walk through again this year, that would be great.

Equipment & Facility Requests

Tables & seating

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 15
\$6 max 20

Estimated cost per day

90

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

Parking lot behind Chewy's please.

Waiver of Fees

Are you requesting a Waiver of Fees?

No

Map

Upload map and supporting documents



Legal Notice and Submission

Applicant date of birth

Monday, January 7, 1980

Sign

Jessica Phillips