

PARKS & RECREATION DEPT. SPECIAL EVENT APPROVAL FORM

MEETING DATE: 8/12/2026

EVENT NAME: Maritime Lofts Press Event

ORGANIZER: Adam Tegen - City of Manitowoc Community Development Dept.

E-MAIL ADDRESS: ategen@manitowocwi.gov

EVENT DATE: 8/27/2026

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Closure of a portion of S 15th Street between Franklin & Washington Streets for a press event. Use of traffic control items, podium, banquet table, tent, and chairs.

CONCERNS:

RECOMMENDATION TO

APPROVE/DENY EVENT: Approve event.

WAIVER OF FEES

RECOMMENDATION: Approve waiver.

COUNCIL ACTION REQUIRED:

Closure of S 15th Street between Franklin & Washington Streets.

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

Tuesday, August 11, 2026

General Event Information

Event name	Maritime Lofts Press Event
Location	15th Street, Between Franklin and Washington
Date	Thursday, August 27, 2026
Event time	10:30 AM - 11:30 AM
Setup start time	Thursday, August 27, 2026 09:00
Takedown end time	Thursday, August 27, 2026 12:00

Applicant Information

Name of Applicant	Adam Tegen
Organization Name	City of Manitowoc
Address	900 Quay Street Manitowoc, WI, 54220
Email	ategen@manitowoc.org
Phone number	(920) 686-6930
On-site contact & phone number	Adam Tegen, 920-323-8254

Event description

Press Event/Groundbreaking for the Maritime Lofts housing project on the south half of the former Mirro site.

Estimated total attendance	35
Est. attendance from outside Manitowoc	25

Event Features

Expected revenue	0
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Route & Road Usage

Road Closure

15th Street block between Franklin and Washington.

Where are cars parking?	Washington
Time of amplified sound	10:30 AM - 11:30 AM
Amplified sound type	Speaker

Event Structures

Safety & Security

Equipment & Facility Requests

Do you need power or lighting?	No
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Tables & seating

Banquet tables 8'x40'	1
	<u>\$7 max 22</u>

Benches 4'

Metal folding chairs	25
	<u>\$2 max 200</u>

Picnic tables 6'

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20'	1
	<u>\$55 max. 2</u>

Ticket booth

Trash barrels

Estimated cost per day	112
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Equipment will be dropped off at the discretion of DPI. Equipment request notes:

10x20 tent with 20-25 chairs underneath - chairs face west. Set up podium with mic holder facing east (project site is backdrop) under tent centered in the "front" - standard event set up. Set up 8' table in back area for refreshments. Just outside tent area, if needed.

Wireless speaker on pedestal will be used (purchase in process) and placed front left or right of podium in corner.

Waiver of Fees

Map

Upload map and supporting documents



Maritime Lofts Presser Map (1).pdf

Questions and comments

Contact Jen Bartz in Community Development prior to event set up to confirm final placement of tent/position and any final details.

Legal Notice and Submission

Applicant date of birth

Monday, June 21, 1999

Sign

Jennifer Bartz




Street Block
Barricades


Tent with
Chairs and Podium
Underneath

 Podium & chairs