

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 4/17/2024

**EVENT NAME:** Wisconsin Sand Sculpting Festival

**ORGANIZER:** Manitowoc Sunrise Rotary

**E-MAIL ADDRESS:** [proekle@comcast.net](mailto:proekle@comcast.net)

**EVENT DATE:** 7/19/24 - 7/21/24

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** A three-day festival, the Wisconsin Sand Sculpting Festival is the only of its kind in the state. 17 sand sculptors will create works of art over the weekend, in addition to food, drinks, entertainment and lessons on the beach. Over 8,000 attended the inaugural event in 2023.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Granted

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

Extension of park hours for overnight security

**ITEMS TO INCLUDE IN LETTER:**

Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St.



Thursday, April 11, 2024

## Special Event Application

Approval Status

Not Started

### General Event Information

Event name	WISCONSIN SAND SCULPTING FESTIVAL
Location	RED ARROW PARK & BEACH
Date	Friday, July 19, 2024
End date if multiple day event and additional dates if applicable.	07/21/2024
Event time	10:00 AM - 7:00 PM
Setup date & time	Monday, July 15, 2024 08:00
Takedown date & time	Monday, July 22, 2024 08:00

### Applicant Information

Name of Applicant	Paul Roekle
Organization name	MANITOWOC SUNRISE ROTARY
Address	2325 VICTORIA DRIVE MANITOWOC, WI, 54220
Email	proekle@comcast.net
Phone number	(920) 323-9811
On-site contact name & phone number	920-323-9811
Security name & phone number	Mike Woznick 920-645-5495

### Event Details

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

#### Event description

A unique, three day, family oriented event held at Red Arrow Park and Beach. It brings competitive professional sand sculptors from across the country to the lakeshore to construct massive works of art on

the beach that will intrigue the entire family. Attendees can watch and chat with sculptors in action, participate in hands on lessons and the amateur competition, watch speed sculpting shows and enjoy food trucks, burgers, brats, cold drinks and entertainment.

**Estimated total attendance** 10000  
**Estimated total attendance from outside Manitowoc** 6000  
**Event website** manitowocsunriserotary.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 Vendor(s)  
Food Trucks Charging admission or registration

**Expected revenue** 50000

**Revenue will be used for** Funds raised at the event will be used to support Manitowoc Sunrise Rotary's projects. Manitowoc Sunrise Rotary Club's focus is to support youth events and activities in the local area.

## Route & Road Usage

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

**Where are cars parking?** Lincoln High School Parking Lot and UWGB Manitowoc Campus Parking Lot  
**Time of amplified sound** 10:00 AM - 7:00 PM  
**Amplified sound type** PA System

## Event Structures

**Select all that apply** Fencing Stage Portable restrooms  
Ground stakes greater than 6 inches Tent(s)  
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.

## Equipment & Facility Requests

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'  $\frac{1}{\$55 \text{ max. } 1}$

Portable Bandwagon 35'x8'

Tables & seating not already at the location

Banquet tables 8'x40'  $\frac{10}{\$7 \text{ max } 22}$

Benches 4'  $\frac{16}{\$6 \text{ max } 40}$

Metal folding chairs  $\frac{125}{\$2 \text{ max } 200}$

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

Parks items

Post pounder  $\frac{2}{\$0 \text{ max. } 3}$

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

Safety vests  $\frac{10}{\$4 \text{ max. } 20}$

Security stanchions  $\frac{6}{\$7 \text{ max. } 18}$

Wooded snow fence 50' roll

Plastic snow fence 50' roll  $\frac{8}{\$7 \text{ max. } 17}$

Snow fence posts  $\frac{36}{\$2.50 \text{ max. } 100}$

Tent 10'x20'

Ticket booth

Trash barrels  $\frac{10}{\$6 \text{ max. } 50}$

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type  $\frac{10}{\$6}$

Channelizer drums 3'  $\frac{10}{\$7}$

Cones 18"

Cones 28"  $\frac{10}{\$5.50}$

Delineators 42"

"Road Closed" signs  $\frac{3}{\$6}$

"Road Closed Ahead" signs  $\frac{3}{\$6}$

**Est. equipment cost per day** 1630

**Equipment request notes**

Picnic Tables 8' ADA 10  
PA System 1

Please see attachment schedule for delivery times.

**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

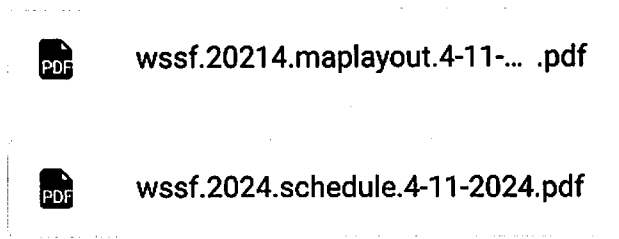
**Why should this Waiver of Fees be granted?**

Manitowoc Sunrise Rotary is a 501C3 nonprofit organization that raises funds for youth advancement locally. The attendance is estimated to be 10000 persons, of which 3000 would be local residents, 5200 would be visitors from outside of Manitowoc County and 1800 tourists outside of NE Wisconsin. From past experience, hotels should be at near capacity. Local restaurants and businesses will feel the positive impact these tourists will have on Manitowoc.

**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**



**Questions and comments**

Attached documents include event map, showing location of items for delivery and overall schedule from 7/8/2024 thru 7/22/2024. Items from Park and Rec are highlighted in blue showing date, time and item or duty.

**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**

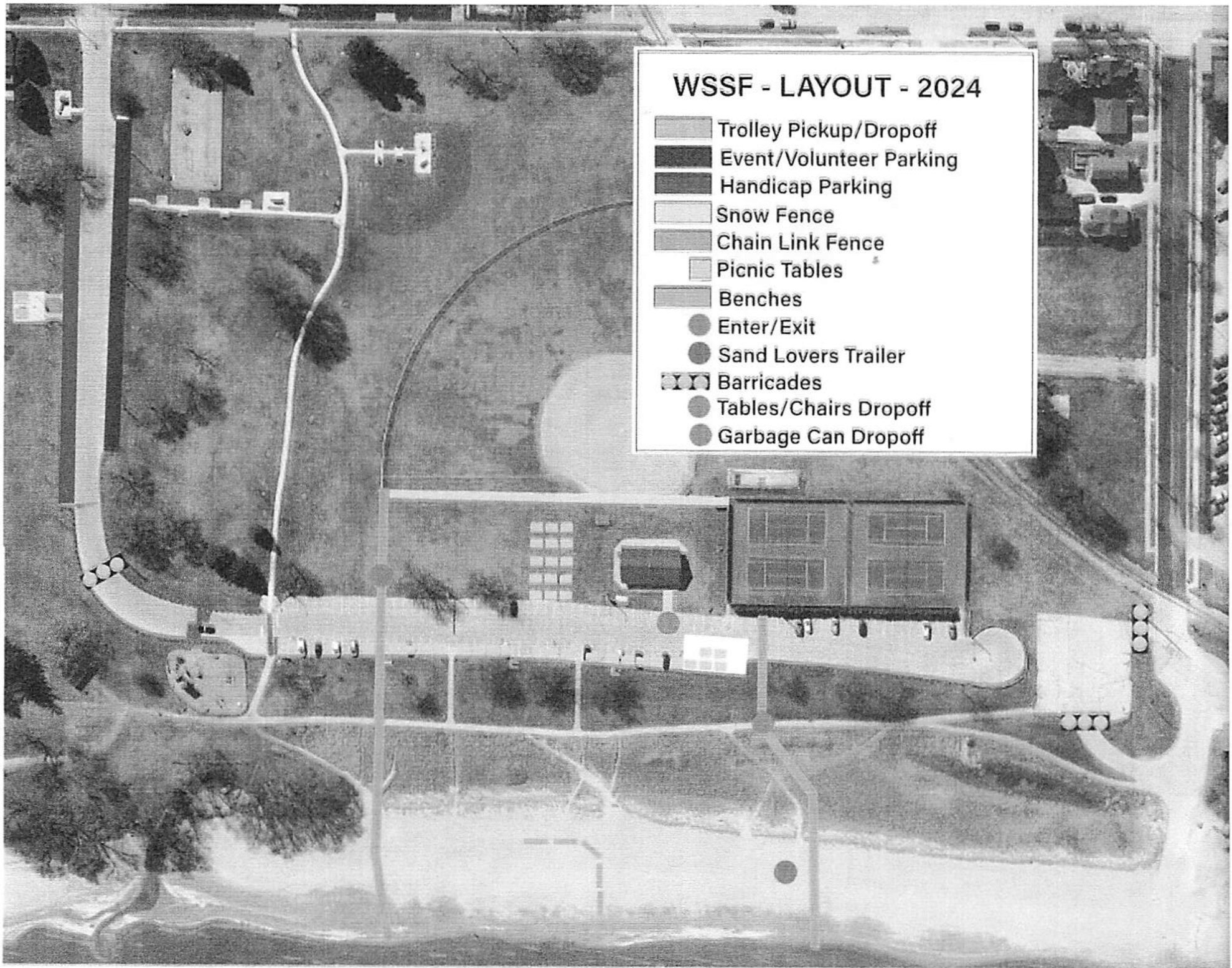
Thursday, July 20, 1944

**Sign**

Paul Roekle

# WSSF - LAYOUT - 2024

-  Trolley Pickup/Dropoff
-  Event/Volunteer Parking
-  Handicap Parking
-  Snow Fence
-  Chain Link Fence
-  Picnic Tables
-  Benches
-  Enter/Exit
-  Sand Lovers Trailer
-  Barricades
-  Tables/Chairs Dropoff
-  Garbage Can Dropoff



# WISCONSIN SAND SCULPTING FESTIVAL SCHEDULE - 2024

**Date, Responsible Party, Time, Duty, Phone Number**

Week of July 8, 2024		Pick up Medals- amateur contest/semi pro builders		
		Pick up Banners -		
		Pick up T-shirts		
		Pick up yard signs		
		Laminate Sculptor profiles (sponsor logos) 11x17		
<b>Thursday July 11, 2024</b>				
	Park N Rec	Sift the Beach		
<b>Friday July 12, 2024</b>				
	Park N Rec	Sift the Beach		
<b>Monday July 15, 2024</b>				
	Quality Inn	Host Hotel for Sculptors	920-683-0220	
<b>Monday July 15, 2024:</b>				
	Dennis Huckins	8am	Pick up water from Dr Just office	
	Mike Woznick	8am	Bring Cooler for Volenteer Tent (3)	
	RaeAnn	8am	Stock Volenteer Tent/Staff Tent with Snacks	
	The Haven	8am	Pick up ice for cooler	
	Paul	8am	bring water hose	
	MPU	8am	Bulk Water hook up - turned on	920-686-4200
	The Sand Lovers	8am	Mark off sites	239-826-4500
	Pozorski Hauling	8am	Dumpster(s)/Trash Can(s)/Recycling Caddies - Delivery	920-682-3544
	Park N Rec	8am	Garbage Can Delivery	
	Park N Rec	8am	Barricades - rail type for the event area	
	Park N Rec	8am	PA System	
	Park N Rec	8am	Snow fence/posts delivery	
	Park N Rec	8am	Post pounder	
	Excavating Company	9am	Scrape and move sand piles	
	Excavating Company		Put Sand in Piles	
	Excavating Company		Ensure Group Carve Pile is Finished	



The Haven	9am	Install snow fence	
National Rent A Fence	9am	Fence delivery/install	773-376-8352
The Haven	10am	Put put banner on Fence-provided by sponsors	
RaeAnn	1130am	Pick Up Lunch - Sand Lovers Staff	
GB Exposition Services	12pm	Tent delivery/Install	920-405-0100
Knights of Columbus	2pm	Food Tent - set up by KOC	920-629-1601
WSSF Committee Member	5pm	Dinner for Sand Lovers Staff	
Manitowoc Sheriff Deputy	7pm-7am	Night Security	Contact 920-683-6131
			Deputy 920-973-8422
<b>Tuesday July 16, 2024</b>			
The Haven	8am	Pick up ice for cooler	
Park N Rec	830am	Move trailer onsite - beach	
Park N Rec	9am	Picnic Table delivery	
Park N Rec	9am	Tables delivery	
Park N Rec	9am	Benches delivery	
Park N Rec	9am	Folding Chairs delivery	
Park N Rec	9am	Power Pedestal delivery	
RaeAnn	1130am	Pick Up Lunch - Sand Lovers Staff/Sculptors	
RaeAnn	5pm	Dinner for Sand Lovers Staff/Sculptors	
Manitowoc Sheriff Deputy	7pm-7am	Night Security	Contact 920-683-6131
			Deputy 920-973-8422
<b>Wednesday July 17, 2024</b>			
Knights of Columbus	9am	Food Tent - set up by KOC	920-629-1601
RaeAnn	1130am	Pick Up Lunch - Sand Lovers Staff/Sculptors	
WSSF Committee Member	5pm	Dinner for Sand Lovers Staff/Sculptors	
Manitowoc Sheriff Deputy	7pm-7am	Night Security	Contact 920-683-6131
			Deputy 920-973-8422
<b>Thursday July 18, 2024</b>			
B&M Waste Service	9am	Portable Restrooms (10) - (2 HC)	920-758-8400
B&M Waste Service	9am	Portable Hand Washing Station - (7)	
Knights of Columbus	9am	Food Tent - set up by KOC	920-629-1601
Bruce	9am	ATM install	920=323=7903
Stage Manager	9am	Stage delivery/Install	Tom Kane 920-621-7237

RaeAnn	1130am	Pick Up Lunch - Sand Lovers Staff/Sculptors	
Streets	3pm-4pm	Road Closed Signs delivery	
Streets	3pm-4pm	Road Closed Ahead Signs delivery	
The Haven/WSSF Committee	4pm-7pm	VIP Night with training for volunteers	
WSSF Committee	4pm-7pm	Hand out T-Shirts	
Dennis Huckins	730pm -9pm	Evening Dinner hosted by Dennis - staff/sculptors/committee	JUST AN IDEA
Manitowoc Sheriff Deputy	7pm-7am	Night Security	Contact 920-683-6131
			Deputy 920-973-8422
<b>Friday July 19, 2024</b>			
The Haven	8am	Pick up ice for cooler	
RaeAnn	8am	Re-Stock Volunteer Tent/Staff Tent with Snacks	
Knights of Columbus	9am	Food Tent - set up by KOC	920-629-1601
Streets	9am	Cones - parking area - delivery	
Brandt Buses	130pm - 730pm	Shuttle Service	IS THIS NEEDED
<b>EVENT HOURS</b>	2PM-7PM		
RaeAnn	1130am	Pick up lunch for Sand Lovers Staff/Sculptors	
WSSF Committee Member	630pm	Dinner for Sand Lovers Staff/Sculptors	
The Haven	7pm-8pm	Trash Pick Up/Recycling	
Manitowoc Sheriff Deputy	7pm-7am	Night Security	Contact 920-683-6131
			Deputy 920-973-8422
<b>Saturday July 20, 2024</b>			
The Haven	8am	Pick up ice for cooler	
Kathy Bernhardt	8am	Vendor Set Up - 8am-930am	
Dennis Huckins	8am	Food Truck Set Up - 8am-930am	
Knights of Columbus	8am	Food Tent - set up by KOC	920-629-1601
The Sand Lovers	9am	Amateur Contest	
Brandt Buses	930am -730pm	Shuttle Service - UWGB and Lincoln HS	920-901-8823
<b>EVENT HOURS</b>	10AM-7PM		
RaeAnn	1130am	Pick up lunch for Sand Lovers Staff/Sculptors	
WSSF Committee Member	630pm	Dinner for Sand Lovers Staff/Sculptors	
The Haven	7pm-8pm	Trash Pick Up/Recycling	
Manitowoc Sheriff Deputy	7pm-7am	Night Security	Contact 920-683-6131
			Deputy 920-973-8422

<b>Sunday July 21, 2024</b>			
The Haven	8am	Pick up ice for cooler	
B&M Waste Service	8am	Cleaning - portable restrooms/hand washing stations	920-758-8400
Kathy Bernhardt	8am	Vendor Set Up - 8am-930am	
Dennis Huckins	8am	Food Truck Set Up - 8am-930am	
Knights of Columbus	8am	Food Tent - set up by KOC	920-629-1601
Brandt Buses	930am -730pm	Shuttle Service - UWGB and Lincoln HS	920-901-8823
<b>EVENT HOURS</b>	10AM-5PM		
RaeAnn	1130am	Pick up lunch for Sand Lovers Staff/Sculptors	
WSSF Committee Member	5pm	Dinner for Sand Lovers Staff/Sculptors	
The Haven	5pm-7pm	Trash Pick Up/Recycling	
WSSF Committee	6pm -8pm	Dinner for Sand Lovers Staff/Sculptors	
Manitowoc Sheriff Deputy	7pm-7am	Night Security	Contact 920-683-6131
			Deputy 920-973-8422
<b>Monday July 22, 2024</b>			
Parks N Rec	8am	Remove Sand Lovers Trailer from the beach	
Excavating Company	8am	Demo Sand Piles on the Beach	
MPU	8am	Turn off water source	
Knights of Columbus	8am	Food Tent - take down by KOC	920-629-1601
Pozorski Hauling	8am	Dumpster(s)/Trash Can(s)/Recycling Caddies - Pick Up	920-682-3544
The Haven	8am	Remove Snow Fence	
National Rent A Fence	8am	Disassemble Fence	
GB Exposition Services	8am	Disassemble Tents	920-405-0100
B&M Waste Service	9am-10am	Pick up Portable bathrooms and hand washing stations	
Park N Rec	9am	Pick up items:	
Streets	9am	Pick up items:	