

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 6/26/2025

**EVENT NAME:** Outdoor Movie Nights

**ORGANIZER:** Visit Manitowoc - Erika Christel

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

**EVENT DATE:** 7/17/2025

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** An outdoor movie showing of Raiders of the Lost Ark at Lighthouse Park, expecting 80 people. This event was originally scheduled for 6/26/25 but was rained out.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Granted

**COMMITTEE DECISION:**

**APPROVE**

**DENY**

Courtney Hansen /ec

Todd Blaser /ec

John Musial /ec

**COUNCIL ACTION REQUIRED:**

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**ITEMS TO INCLUDE IN LETTER:**

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# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

July 3, 2025

Visit Manitowoc  
Attn: Erika Christel  
900 Quay Street  
Manitowoc, WI 54220

RE: Outdoor Movie Night – Date Change from 6/26/2025 to 7/17/2025

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on **June 26, 2025**, the Special Events Committee approved your request to hold **Outdoor Movie Night on July 17, 2025**. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges. When listing sponsors for your event, we ask that you consider including *The City of Manitowoc and Visit Manitowoc* as some or all standard event-related fees have been waived; visit [www.manitowoc.org/specialevent](http://www.manitowoc.org/specialevent) for a digital copy of the City of Manitowoc logo. Please refer to the Special Events Guidebook at [www.manitowoc.org/specialevent](http://www.manitowoc.org/specialevent) for nonrefundable fees related to equipment order changes, event cancellations, and rules for the event location.

If you have any questions, please contact me at (920) 686-6950 or via email at [cityclerk@manitowoc.org](mailto:cityclerk@manitowoc.org).

Sincerely,

Jennifer Swokowski  
Deputy City Clerk

jls

cc: Special Events Approval Group  
Enclosures



## **Special Event Conditions**

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**INSURANCE:** At least 30 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with separate additional insured endorsement. Please fax to 920-686-6959 or e-mail to [jswokowski@manitowoc.org](mailto:jswokowski@manitowoc.org). Special Events Insurance Requirements are also enclosed. **Insurance not provided within the required timeline may result in a fee of \$300.**

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**CREDIT/DEBIT CARD PAYMENTS:** Vendors who accept payment card information (PCI) are required to provide evidence of Cyber Liability with a limit of \$1,000,000 per occurrence OR letter evidencing payment card information (PCI) compliance OR letter evidencing use of payment card information (PCI) compliant 3<sup>rd</sup> party vendor

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**TAVERNS:** Please bring your tavern license to the City Clerk's office prior to your event to have the extended premises added to your license.

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**BEER/WINE SALES:** A non-profit or bona fide club may apply in the City Clerk's Office in City Hall for a Temporary Class "B" license for the beer/wine stand. A licensed bartender must be at the premise at all times.

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**FOOD:** Contact the County Health Department at 920-683-4155 to obtain information about a food license. Mobile food vendors (food trucks) must obtain a license from the City Clerk's office

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**VENDORS:** All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.

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**STAKES/BOUNCE HOUSES:** Event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground. Contact the Parks Division, 900 Quay St. at 920-686-3580 to obtain a stake permit and pay the \$50 stake permit fee. **Events with bounce houses require a stake permit.**

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**EQUIPMENT:** For the use of the benches, trash barrels, etc., please contact the Parks Division at 920-686-3580. For concerns with facilities or equipment outside of business hours, please call 920-323-0850.

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**TRAFFIC CONTROL:** If you need to pickup traffic control items, please contact the Department of Public Works at 920-686-6550 prior to 2:30 P.M. between Monday and Friday.

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**STREET CLOSURE:** In advance of your event, you are encouraged to notify the residences and/or businesses that may be affected by this street closure, in order to allow them time to make any arrangements.

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**POLICE:** The telephone number to arrange for Manitowoc City Police Department assistance with your event is 920-686-6551.

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**PARKING:** Unless special parking requests were approved, all parking regulations will be enforced.

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**FIREWORKS:** Contact the Fire Department at 920-686-6540 to obtain a fireworks permit.

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**LINCOLN PARK:** Please be considerate to the zoo animals. Keep noise levels down, and direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat.

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**DOGS:** Please remind participants that dogs are not allowed in Citizen Park/Miracles Park/ Lincoln Park Zoo.

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**TOILETS:** Based on estimated attendance, you should have \_\_\_\_ number of portable toilets.

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**NOISE:** Waiver of the noise ordinance was approved from \_\_\_\_ to \_\_\_\_.



# Special Event Application

Tuesday, April 22, 2025

## General Event Information

**Event name** Outdoor Movie Night

**Location** Lighthouse Park (Washington Park 10/3)

**Date** Thursday, July 17, 2025

**End date if multiple day event and additional dates if applicable.** 08/7/25, 10/3/25

**Event time** 8:00 PM - 10:30 PM

**Setup start time** Thursday, July 17, 2025 19:00 Thursday,

**Takedown end time** July 17 26, 2025 22:00

## Applicant Information

**Name of Applicant** Erika Christel

**Organization Name** Visit Manitowoc

**Address** 900 Quay Street  
Manitowoc, WI - Wisconsin, 54220

**Email** echristel@manitowoc.org

**Phone number** (920) 686-3508

**On-site contact & phone number** Courtney Hansen 920-973-9508

### Event description

Visit Manitowoc is hosting 2 movie nights at Lighthouse Park and 1 at Washington Park with the help of Parks. The movies are free, people bring their own blankets and chairs, there will be a food vendor in the parking lot, and possibly a brewery. There will be no rain date.

June 26, 2025: Jaws at 8:30 - 10:30 pm (Lighthouse Park)  
August 7, 2025: Moana 2 at 8:30 - 10:30 pm (Lighthouse Park)  
October 3, 2025: Hocus Pocus at 6:30 - 8:30 pm (Washington Park)

**Estimated total attendance** 80

**Est. attendance from outside Manitowoc** 10

## Event Features

Select all that apply to the event

Alcohol sales

Food Trucks

Expected revenue

0

## Route & Road Usage

Where are cars parking?

Nearby streets and open lots

## Event Structures

## Safety & Security

## Equipment & Facility Requests

Park and/or Athletic Field Request

Washington Park and MetroStage (\$75)

Park or facility request not listed above:

Lighthouse Park (6/26 and 8/7)

Do you need power or lighting?

Power for movie screen, projector and speakers

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'  $\frac{3}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Estimated cost per day

99

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

Requesting movie screen be set up and ready for start time of movies as listed above. No barricades needed for 10/3.

The movie screen will be on MetroStage for the Washington Park date (10/3)

## Waiver of Fees

Are you requesting a Waiver of Fees?

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

## 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

Friday, June 12, 1998

Sign

Erika Christel

