

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 4/15/2026

**EVENT NAME:** Pumpkin Palooza

**ORGANIZER:** Visit Manitowoc - Courtney Hansen

**E-MAIL ADDRESS:** [chansen@manitowocwi.gov](mailto:chansen@manitowocwi.gov)

**EVENT DATE:** 10/14/2026

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Burger Boat Park will be the host location for pumpking carving and painting

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Granted

**COMMITTEE DECISION:**

APPROVE	DENY
Courtney Hansen /ec Eric Nycz /ec Dan Koski /ec Todd Blaser /ec Craig Jansen /ec	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



# Special Event Application

Wednesday, April 8, 2026

## General Event Information

**Event name** Pumpkin Palooza

**Location** Burger Boat Park

**Date** Wednesday, October 14, 2026

**End date if multiple day event and additional dates if applicable.** Event is one day, pumpkins up through 11/2

**Event time** 3:00 PM - 6:00 PM

**Setup start time** Wednesday, October 14, 2026 14:30

**Takedown end time** Monday, November 2, 2026 10:00

## Applicant Information

**Name of Applicant** Erika Christel

**Organization Name** Visit Manitowoc

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

**Email** echristel@manitowoc.org

**Phone number** (920) 686-3506

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

### Event description

Carving and painting of pumpkins at Burger Boat Park. There will be waivers for people to fill out if they will be using our tools. We might have a food truck. Visit Manitowoc staff will be on site and then distribute the pumpkins around Burger Boat and Shipbuilders Parks. These pumpkins will remain in place until the first business day after Halloween (Nov. 2) when we will dispose of them in a Pozorski dumpster. If available, the team would love some help from anyone in DPI who could lend a hand that morning with tossing the pumpkins.

**Estimated total attendance** 60

**Est. attendance from outside Manitowoc** 10

## Event Features

Expected revenue 0

## Route & Road Usage

## Event Structures

Select all that apply

Tent(s)

Waste removal service

## Safety & Security

## Equipment & Facility Requests

Park or facility request not listed above: Burger Boat Park

Tables & seating

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 12  
\$6 max 20

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  
\$55 max. 2

Ticket booth

Trash barrels 2  
\$6 max. 50

Estimated cost per day 139

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

Please add 2 additional trash cans to what's already at the park. Please set up tent before 2pm. If someone from DPI could help with moving pumpkins into the dumpster on Nov 2 from 7:30am-9am, that would be amazing!

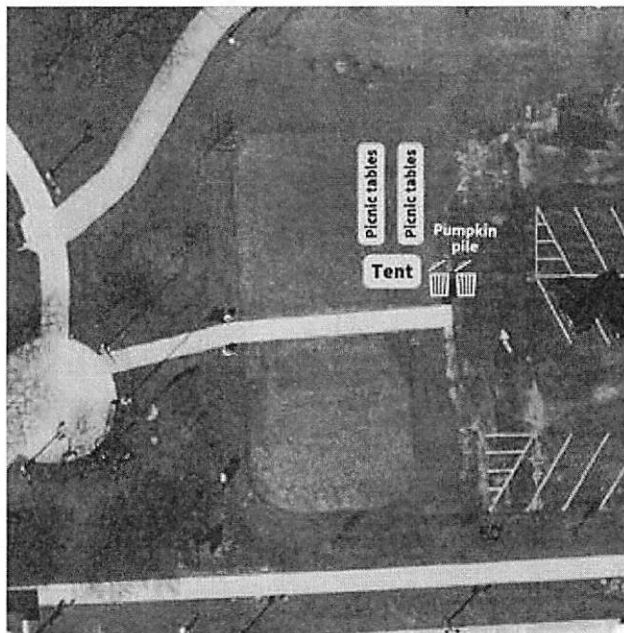
## Waiver of Fees

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