

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/8/2023

EVENT NAME: Special Event - Lakeshore Pride

ORGANIZER: Lakeshore's United Visionaries - Tracey Koach

E-MAIL ADDRESS: koacht@yahoo.com

EVENT DATE: 7/29/2023

NEW OR RECURRING: new

LOCATION/DESCRIPTION: Pride celebration on with music, food, vendors and family activities.

COMMITTEE CONCERNS: Briess and Lakeside Foods may be impacted by the road closure. Erika Christel reached out and is waiting on consent from those entities. Approval is contingent on their response.

COMMITTEE DECISION:

APPROVE	DENY
Jason Frieboth /ec Courtney Hansen /ec Eric Nycz /ec Brock Wetenkamp /ec Shawn Alfred /ec Jason Russ /ec	

COUNCIL ACTION REQUIRED:

Approval of road closure - Franklin St east of Library Drive-thru to Franklin St 50 feet east of Library parking lot driveway, as well as 7th St from Franklin to Jay St.

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents. Do not place any items in the street that are not able to be quickly and easily moved in the event that emergency services are needed.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name LAKE SHORE'S UNITED VISIONARIES
Name of Applicant Tracey Koach
Street Address 3411 PARKWAY BLVD
Mailing Address _____
(If different)
City, State, Zip TWO RIVERS, WI 54241
Primary Phone 920-657-1237
Cell Phone 847-3382907
Email koacht@yahoo.com
Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact Tracey Koach
On-Site Cell Phone # 847-338-2907
On-Site Security Contact Name Pamela Stephens
On-Site Security Contact Phone # 847-708-4533

EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Missing Map/Drawing _____

SEE ATTACHED

Lakeshore Pride - Pride celebration with live music, food, vendors, and family activities

Event Name Lakeshore Pride

Public Event YES NO

Location See attached.

Estimated Total Attendance 300

Estimated Attendance 200
from outside City of Manitowoc

Staging Area Stage Door Pub

Event Website N/A

Event Date(s) July 29, 2023

Event Start Time 12:00 AM PM

Event End Time 5:00 AM PM

Setup Date(s) 07/29/2023

Setup Start Time 06:00 AM PM

Teardown Date(s) 07/29/2023

Teardown End Time 17:15 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

Facility Location N/A

Mariner's Trail FROM _____
TO _____

Athletic Field(s) Request _____

Special Power Requirements _____

Special Lighting _____
(ex. ball diamonds)

ADA Accommodatons _____

VENDORS & MONEY EXCHANGE

Alcohol Sales Request for Extension of Premises
 Class B License

Alcohol Served End Time 5:00 pm

Beverage or Food Sales

Merchandise Sales

Vendor(s) How many 25

Collecting Money Donatons

Charging Admisslons On-Site

Credit Card Sales/Transactions

Expected Revenue _____

Revenue to be used for _____

ROUTE

Route map must be submitted with application

Road Closure Franklin Street east of library drive-thru to Franklin Street 50 feet east of library parking lot driveway. Seventh Street between Franklin Street and Jay Street.
Describe location(s) + time(s)

Timed Route

Road Crossing
Describe where +
if assistance needed

Course Marking
Describe type

Sidewalk
Describe usage

EVENT STRUCTURES

Site map must be submitted with application

Staking Structures into Ground
(greater than 6")

Fencing

Bounce House # _____

Portable Restrooms # _____

Signs/Banners # _____

Carnival Rides # _____

Dumpster # _____

Stage # _____

Tent # _____ Size _____

Other # _____ Describe _____

EVENT FEATURES

Animals # _____ Type _____

Fireworks - Time _____

Drone # _____

Lights/Spotlights # _____

SOUND

Amplified Sound

Start Time 12:00 AM PM

End Time 5:00 AM PM

Type of Sound _____

EQUIPMENT REQUESTS

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at www.manitowoc.org.

DELIVERY DATE 07/29/2023 TIME 05:30 AM PM LOCATION 701 Franklin Street

PICKUP DATE 07/29/2023 TIME 6:00 AM PM Place items in original drop-off location after event.

**Indicate Quantities on Line*

GAMES

- Bean Bag Toss _____
- Ring Toss _____
- Sports Kit _____

STAGING / RISERS

- RISERS - 4' x 8' Wooden Platforms
6" H _____ 12" H _____ 18" H _____
- Staging - 8'x12'
- Portable Bandwagon - 35'x8'

TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)

- Banquet tables - 8'x40" _____
- Benches - 4' wooden _____
- Bleachers - 15'x5' portable _____
- Chairs - metal, folding _____
- Picnic Tables - 6' wooden _____
- Picnic Tables - 8' wooden, ADA accessible _____

TENTS

- Tent - 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades - 2' _____
- Barricades - 3' _____
- Barricades - 8' 6
- Barricades - 12' roll-type _____
- Channelizer drums - 3' reflective _____
- Cones - 18" _____
- Cones - 28" reflective 20
- Delineators - 42" reflective _____
- Parking posts with concrete base - 42"H (rope or tape not included) _____
- Traffic signs (sign only - typically placed on barricades)
 - Road Closed _____
 - Road Closed Ahead _____
 - _____
 - _____

MISCELLANEOUS ITEMS

- Disc golf basket - portable _____
- Grill - 2' x 3' portable, outdoor _____
- P.A. system - microphone, sound board, 2 speakers with stands _____
- Post pounder / driver _____
- Power pedestal - portable _____
- Safety vests _____
- Security stanchions _____
- Snow fence - 50' rolls - plastic _____ wooden _____
- Snow fence - posts _____
- Ticket booths - outdoor _____
- Trash barrels _____
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles N/A

Where do you plan to park vehicles Street parking

Are there any special parking considerations _____
(VIP, ADA, Security, Emergency Vehicles, etc)

SAFETY & SECURITY

The City requires security based on attendance

Do you need assistance from: Police Dept Fire Dept/Ambulance

Describe N/A

Date/Time _____

Location _____

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES NO
(If so, please attach)

ADDITIONAL QUESTIONS

Please attach any additional information which you feel will assist the Committee in evaluating your request.

Do you have any questions/comments/additional requests?

LEGAL NOTICE

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.

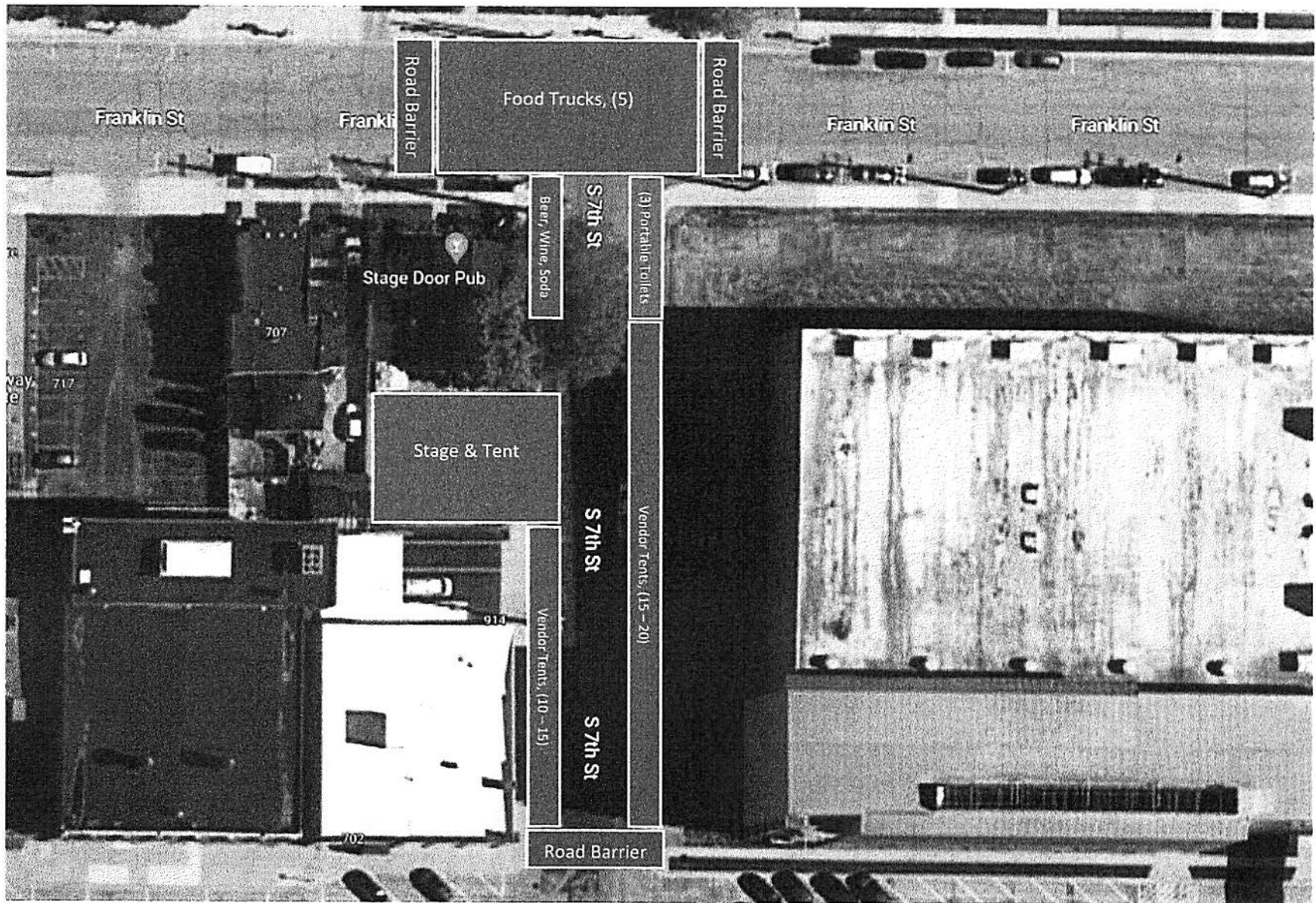
Date of birth of applicant 03 / 06 / 1958

Signature of Applicant: *Lacey A. Koch*

Date: 2/28/2023

E-MAIL

PRINT



Lakeshore Pride Event Diagram
 Event Date: 07.29.2023

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