

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 3/13/2024

**EVENT NAME:** Lakeshore Pride

**ORGANIZER:** Lakeshore United Visionaries - Tracey Koach

**E-MAIL ADDRESS:** [tracey62k@gmail.com](mailto:tracey62k@gmail.com)

**EVENT DATE:** 7/27/2024

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** LGBTQ pride event held on 7th Street between Franklin and Jay Streets with music, food trucks, entertainment, and vendors.

**COMMITTEE CONCERNS:** Food trucks may not park in intersections; instead, barricades will be used to close streets.

**WAIVER OF FEES:** Not granted

**COMMITTEE DECISION:**

APPROVE	DENY
Dan Koski /ec Eric Nycz /ec Courtney Hansen /ec Jason Freiboth /ec	

**COUNCIL ACTION REQUIRED:**

Road closure of S 7th St from Franklin St to Jay St for 1:00 p.m. to 9:00 p.m.

**ITEMS TO INCLUDE IN LETTER:**

The City is unable to provide the bandwagon as it is already in use. 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. The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.



Tuesday, March 12, 2024

## Special Event Application

Approval Status

Not Started

### General Event Information

Event name	Lakeshore Pride
Location	7th Street between Franklin and Jay Streets (behind Stage Door Pub)
Date	Saturday, July 27, 2024
Event time	1:00 PM - 9:00 PM
Setup date & time	Saturday, July 27, 2024 06:00
Takedown date & time	Saturday, July 27, 2024 21:00

### Applicant Information

Name of Applicant	Tracey Koach
Organization name	Lakeshore United Visionaries
Address	3411 Parkway Blvd Two Rivers, Wisconsin, 54241
Email	tracey62k@gmail.com
Phone number	(847) 338-2907
On-site contact name & phone number	847-338-2907
Security name & phone number	Tracey Koach, 847-338-2907

### Event Details

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

#### Event description

LGBTQ celebration event with music, entertainment, vendors

Estimated total attendance 200

Estimated total attendance from outside Manitowoc 100

## 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      Collecting monetary donations

## Route & Road Usage

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

### Road Closure

See attached.

Where are cars parking?      Streets

Time of amplified sound      1:00 PM - 9:00 PM

## Event Structures

Select all that apply      Portable restrooms

## 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.

Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

None

## Equipment & Facility Requests

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8' 1  
\$680 max. 1

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 8  
**\$6 max 30**

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'

Ticket booth

Trash barrels 2  
**\$6 max. 50**

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type 4  
**\$6**

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

**Est. equipment cost per day** 716

## 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?**

No profit to be gained, only expenses putting on this event.

## 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**



Event Diagram for 2024 appli... .pdf

## Legal Notice and Submission

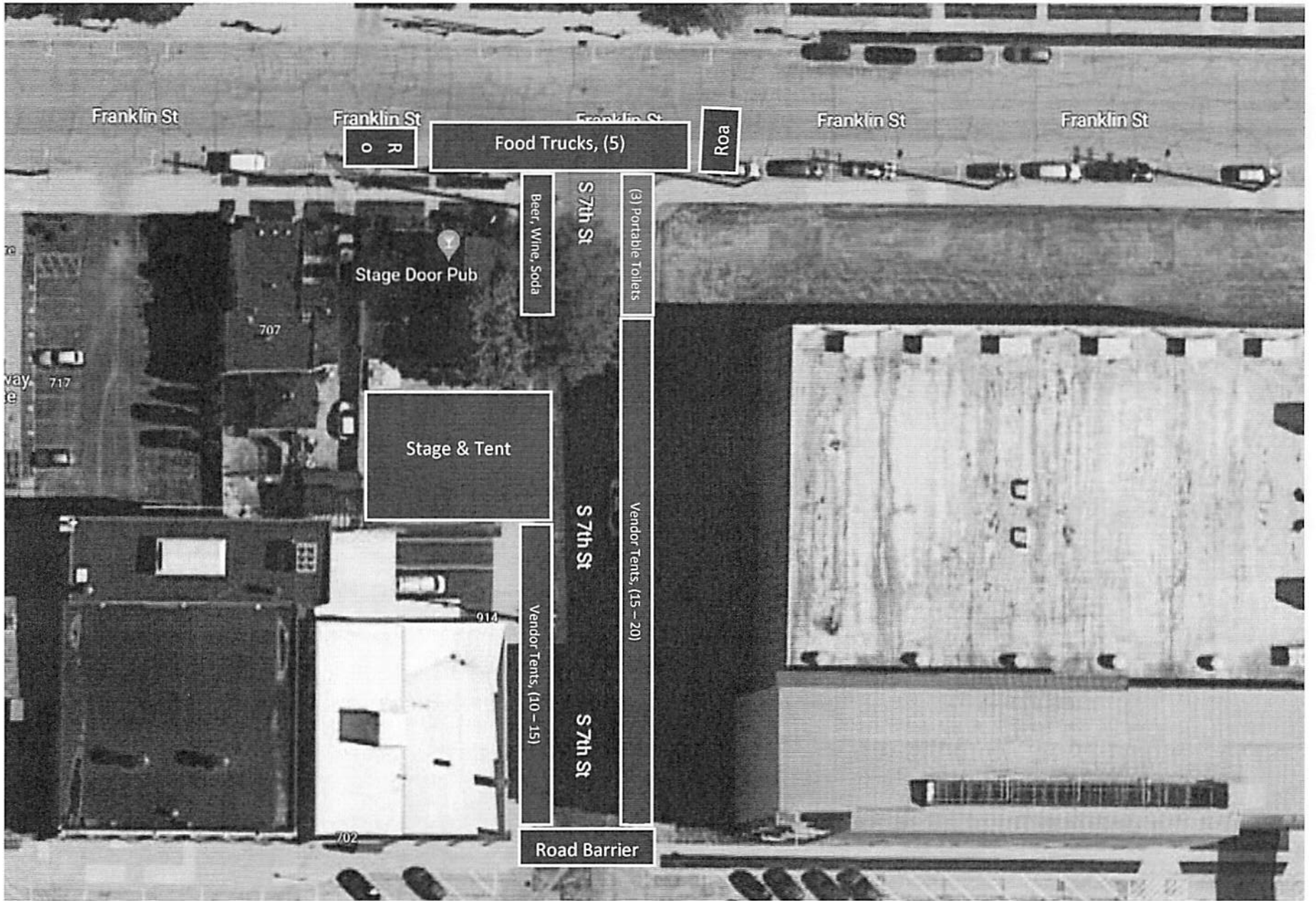
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees 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, March 6, 1958

**Sign**

Tracey Koach



Lakeshore Pride Event Diagram  
Event Date: 07.29.2023