



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

January 16, 2024

Ultimate Lakeshore Weekend

Attn: Cole Boge

915 Taft Street

Kaukauna, WI 54130

RE: Ultimate Lakeshore Weekend – 6/22/2024 – 6/23/2024

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on **December 20, 2023**, the Special Events Committee approved your request to hold **Ultimate Lakeshore Weekend on June 22-23, 2024**. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges.

Costs for Parks and Streets equipment and facilities will be invoiced after the Special Event. Questions regarding fees and reservations should be directed to parksadmin@manitowoc.org.

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

Sincerely,

Mackenzie Reed

City Clerk / Deputy Treasurer

MR/jls

cc: Special Events Approval Group

Enclosures



Special Event Conditions



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. Special Events Insurance Requirements are also enclosed. ***Insurance not provided within the required timeline may result in a fee of \$300.***



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.



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.



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



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.



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.**



EQUIPMENT: For the use of the benches, trash barrels, etc., please contact the Parks Division at 920-686-3580.



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.



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.



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



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



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



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.



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



TOILETS: Based on estimated attendance, you should have ____ number of portable toilets.



NOISE: Waiver of the noise ordinance was approved from ____ to ____.