

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/30/2023

EVENT NAME: Lakeshore Holiday Parade

ORGANIZER: City of Manitowoc Dept. of Tourism - Erika Christel

E-MAIL ADDRESS: echristel@manitowoc.org

EVENT DATE: 11/22/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: 35th Annual Lakeshore Holiday Parade funded by sponsors to take place starting at 12th and Washington, to N 8th and Park Street.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred /ec Todd Blaser /ec Courtney Hansen /ec Jason Freiboth /ec Eric Nycz /ec	

COUNCIL ACTION REQUIRED:

Approval of road closure from S 20th St to S 8th St on Washington St, and From Washington St to Park St on 8th St. from 5:30-8:30 p.m.

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

DOWNLOAD FORM

Download the PDF Special Event Application to your computer or network drive, open with Adobe Reader and fill in. We do not recommend using any web browser to open the form as most have issues with fillable PDF Forms. If you do not have Adobe Reader installed on your computer, you may download the latest version free of charge: <http://get.adobe.com/reader/otherversions>

APPLICANT INFORMATION

Business/Org Name City of Manitowoc Dept of Tourism

Name of Applicant Erika Christel

Street Address 900 Quay St

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-686-3508

Cell Phone 920-973-9508

Email echristel@manitowoc.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Courtney Hansen

On-Site Cell Phone # 920-973-9508

On-Site Security Contact Name _____

On-Site Security Contact Phone # _____

EVENT INFORMATION

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

Missing Map/Drawing



The 35th Annual Lakeshore Holiday Parade will be the same as in years past. Every 5 years there is a theme, so this year will follow a fun holiday theme yet to be announced. Start is at S 12th St and Washington, finish is at the Rahr-West Art Museum. Staging area is on Washington St west of start, stopping before 21st St. This parade typically has about 80 floats and a structured lineup.

Event Name Lakeshore Holiday Parade

Location S 12 St and Washington St, to N 8th St and Park St

Staging Area Washington St from 12th to 20th St

Event Date(s) Wednesday, November 22, 2023

Event Start Time 6:30 AM PM

Event End Time 8:30 AM PM

Setup Date(s) 11/22/2023

Setup Start Time 5:30 AM PM

Teardown Date(s) 11/22/2023

Teardown End Time 9:30 AM PM

(Event to be cleaned by 9 a.m. on day following the event)

Public Event YES NO

Estimated Total Attendance 5000

Estimated Attendance 1000
from outside City of Manitowoc

Event Website <https://www.visitmanitowoc.com/event/35th-ani>

FACILITY REQUESTS

- Facility Location _____
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements _____
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
Class B License
- Alcohol Served End Time _____
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many _____
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue _____
- Revenue to be used for _____

ROUTE

Route map must be submitted with application

- Road Closure Describe location(s)
+ time(s) 20th and Washington to Park St on N 8th St
- Timed Route
- Road Crossing Describe where +
if assistance needed Police have typically monitored the corner of Washington and 8th St as the parade floats make the turn.
- Course Marking Describe type
- Sidewalk Describe usage Parade goers will use sidewalk to watch

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 # 50 Type dogs
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 6:30 AM PM
- End Time 8:30 AM PM
- Type of Sound Marching bans, sirens, horns

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 TBD by DPI _____ TIME _____ AM PM LOCATION along route _____
PICKUP DATE TBD by DPI _____ TIME _____ 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 1 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’ 2 For in the Sensory Zone (first 2 blocks of parade) to hold sponsor banners
- Barricades – 12’ rail-type _____
- Channelizer drums – 3’ reflective _____
- Cones – 18” 8 _____
- Cones – 28” reflective _____
- 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 _____
 - Sensory zone signs 4 _____
 - _____

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 6 _____
- Security stanchions 4 _____
- 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 500

Where do you plan to park vehicles side streets and public parking lots

Are there any special parking considerations NO PARKING along staging area and parade route
(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 Traffic control, crowd control, redirecting traffic as road when road is being closed

Date/Time Nov. 23, 2022 5:30 pm - 9:30 pm

Location Downtown Manitowoc along route and staging area

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?

Cones, riser, and stanchions can be dropped off outside of Visit Manitowoc on the sidewalk. Vests dropped off on the inside of the office.

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 6 / 12 / 98

Signature of Applicant: Erika B. Christel Date: 8/22/2023

E-MAIL

PRINT

35TH ANNUAL LAKESHORE HOLIDAY PARADE

- B BATHROOMS**
- SENSORY ZONE SIGNS**
- ROAD CLOSURE**
- STANCHIONS, CONES, RISERS**

