

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/8/2025

EVENT NAME: Touch the Trucks

ORGANIZER: Manitowoc Public Library - Sharon Verbeten

E-MAIL ADDRESS: sverbeten@manitowoc.org

EVENT DATE: 7/16/2025

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Annual event that fills the 720 Quay St lot with vehicles to allow hundreds of children to explore them.

COMMITTEE CONCERNS: The horns and sirens are overbearing.

WAIVER OF FEES: granted

COMMITTEE DECISION:

APPROVE	DENY
Eric Nycz /ec Jason Freiboth /ec Todd Blaser /ec Dan Koski /ec Erika Christel	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Due to concerns of loud noise, the Special Event Committee asks that vehicles do not blast their horns and sirens to ensure an enjoyable event for all involved.



Friday, December 20, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Touch the Trucks
Location	Briess Parking Lot
Date	Wednesday, July 16, 2025
Event time	10:00 AM - 12:00 PM
Setup start time	Tuesday, July 15, 2025 20:00
Takedown end time	Wednesday, July 16, 2025 12:30

Applicant Information

Name of Applicant	Sharon Verbeten
Organization Name	Manitowoc Public Library
Address	707 Quay St. Manitowoc, WI, 54220
Email	sverbeten@manitowoc.org
Phone number	(920) 686-3025
On-site contact & phone number	9206863025

Event Details

Event description

Touch the Trucks is MPL's annual event that brings families and the community together. The event hosts dozens of vehicles from local organizations and companies, set up for kids to climb on and take pictures; families can engage and learn more about local entities. It's a much-anticipated, family friendly event that brings thousands to the downtown.

Estimated total attendance 1500

Vendors & Money Exchange

Route & Road Usage

Road Closure

None

Where are cars parking?

Library parking lots; adjacent streets

Event Structures

Safety & Security

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

Street department brings barricades for blocking off both entrances to the parking lot.

Equipment & Facility Requests

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type $\frac{2}{\$6}$

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Est. equipment cost per day

12

Equipment request notes

Barricades should be up after 8 p.m. Tuesday, July 15. Parking lot must be empty for the event Wed. morning.

Waiver of Fees

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?

We are also a non-profit as well as another city department.

Map

Upload map and supporting documents



Touch the Trucks 2023 Application.pdf

Questions and comments

Application from 2023 attached, with similar information. This event has been running for many years in this location. We welcome city departments to again participate.

Legal Notice and Submission

Applicant date of birth Saturday, November 20, 1965

Sign Sharon Verbeten