

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/29/2025

EVENT NAME: Magical Trolley to the North Pole

ORGANIZER: CASA of East Central WI - Julie Ribley

E-MAIL ADDRESS: julier@casaeastcentralwi.org

EVENT DATE: 12/13/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Change of parking rules for N 11th St and Washington St during the event hours so CASA can safely load up customers from Mikadow Theatre into a trolley as a fundraiser for their organization.

COMMITTEE CONCERNS: The request for barricades seems unnecessary as cones and other signage should be sufficient. The committee leaves it up to the Streets team to do what is safe.

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec	
Dan Koski /ec	
Eric Nycz /ec	
John Musial /ec	
Todd Blaser /ec	

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee. Please pay the \$100 late application fee at the City of Manitowoc, 900 Quay St, Manitowoc, WI 54220. The event organizer must let the neighboring affected businesses know ahead of the event so alternative plans can be made if needed.
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Special Event Application

Wednesday, October 15, 2025

General Event Information

Event name	Magical Trolley to the North Pole
Location	1118 Washington Street
Date	Saturday, December 13, 2025
Event time	12:30 PM - 8:30 PM
Setup start time	Saturday, December 13, 2025 11:00
Takedown end time	Saturday, December 13, 2025 21:00

Applicant Information

Name of Applicant	Julie Ribley
Organization Name	CASA of East Central Wisconsin
Address	501 North 10th Street Studio B Manitowoc, WI, 54220
Email	julier@casaeastcentralwi.org
Phone number	(920) 323-8141
On-site contact & phone number	9202426727
Security name & phone number	Julie Ribley 9202426727

Event description

Three Trolleys will arrive to the Mikadow Theater. Two will park on 11th street and one will be in front of the Theater. Participants will arrive to the Theater to check in and then board the trolley in the front of the theater. That trolley will then go to Inn on Maritime Bay and then back to Mikadow. After the trolley departs Mikadow the next one on 11th street will move forward. This will continue. The last trolley departs Mikadow at 6:00 and the last trolley departs Inn on Maritime Bay to come back to Mikadow at 8:30. The three trolleys will continue to make the continuous loop.

Estimated total attendance	600
Est. attendance from outside Manitowoc	400

Event Features

Expected revenue	20000
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Revenue will be used for

direct service for children under a protective order

Route & Road Usage

Road Closure

It will not be necessary to close roads. Will just need parking secured for the trolleys on 11th street by the corner of 11th and Washington and parking secured in front of Mikadow.

Road Crossing

crossing at the crosswalks

Where are cars parking?

street parking

Describe course markings and if this is a timed route

The trolleys will go from Mikadow to the Inn on Maritime Bay. Exact route is not determined yet. It is not a timed route and will not affect traffic.

Event Structures

Safety & Security

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

None

Equipment & Facility Requests

Park or facility request not listed above:

none

Do you need power or lighting?

none

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' $\frac{5}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Estimated cost per day

40

Equipment will be dropped off at the discretion of DPI. Equipment request notes:
Please drop off at the location above.

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 a small non profit that holds this event each year.

Map

Upload map and supporting documents



Map and directions for drivers.docx

Legal Notice and Submission

**Would you like to meet with the
Special Event Committee to discuss
your event?**

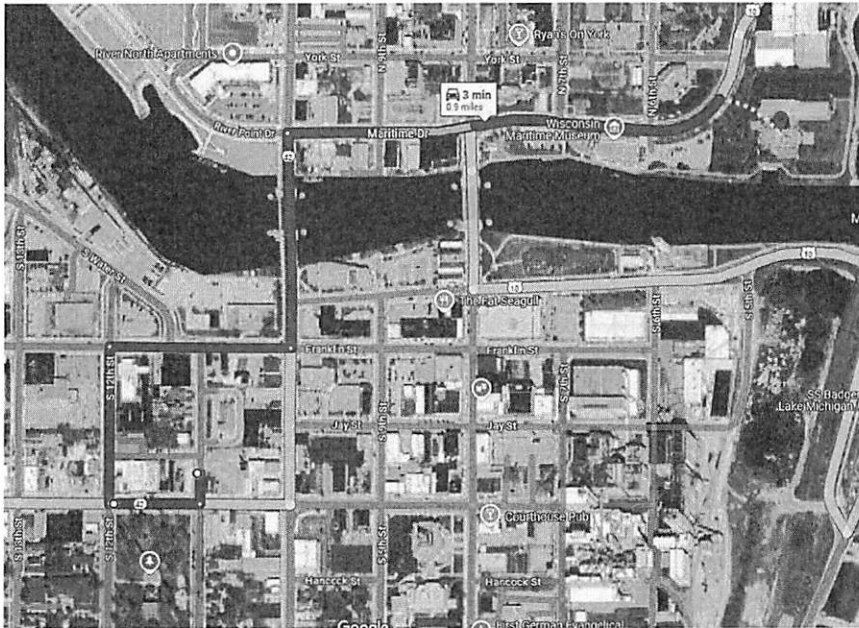
Yes

Applicant date of birth

Thursday, May 19, 1966

Sign

Julie Ribley



Start on 11th street heading towards Washington Street, this is where trolley will pick up and drop off passengers. Two trolleys will wait on 11th street while the boarding trolley will be parked on Washington Street in front of Mikadow Theater. Once go west to 12 Street (turn right) go north to Franklin Street (turn right) and go east to 10th Street (turn left on 10th). Go North on 10th to Maritime Drive (turn right on Maritime). Go East to Inn on Maritime Bay (101 Martime Drive). Pull up to first set of double doors (not the main hotel lobby doors). Passengers do not get off but Mrs. Claus will get on. Mrs. Claus will hand out a gift to children and then escort passengers off the trolley. When leaving Inn on Maritime to go back to Mikadow Theater, head west on Maritime and turn left on 8th. Head south on 8th to Franklin Street. Turn right on Franklin and head west to 11th street, turn left on 11th for next load of passengers. (departure map below).

