



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



DOWNTOWN EVENTS GUIDELINES

In order to encourage use of the City's various downtown event locations while minimizing access restrictions for traffic, pedestrians, downtown businesses, and emergency services, the City of Manitowoc hereby establishes guidelines for those desiring to rent City-owned or City-managed properties for special events.

Briess Lot/ Riverside Event Space (700 Block of Quay Street) (Priority Location)

- Available for special events subject to layout restrictions as set forth in the Riverside Event Space map
- May include Quay Street from South 8th Street to 112' west of the west curblin at Quay Street and South 6th Street upon Council approval
- The Manitowoc Farmers' Market shall have exclusive use of the Briess-Riverfront parking lot every Saturday morning unless a special event is approved by City Council whereupon the Farmers' Market shall relocate to the City Hall parking lot or the Library parking lot.

City Hall (900 Quay Street) (Second Priority Location)

- *Normal business hours are 7:30 a.m. to 4:30 p.m., Monday through Friday*
- Parking Lot
 - o Available for special events outside normal business hours
 - o Available for special events during normal business hours upon City Council approval
 - o Leased parking stalls and easternmost driveway may not be reserved or utilized for special events
- Events must comply with layout restrictions as set forth in the City Hall Lot Event map

Library (707 Quay Street) (Only available if other downtown event spaces are unavailable)

- *Normal business hours are 9:00 a.m. to 8:00 p.m. Monday through Thursday; 9:00 a.m. to 6:00 p.m. Friday; 9:00 a.m. to 3:00 p.m. Saturday; 12:00 p.m. to 4:00 p.m. Sunday*
- Parking Lot
 - o Available for one-day events upon Library Board and City Council approval
 - o Use of the Library parking lot is limited to no more than two (2) events per month
- Full Library Special Event guidelines may be found at manitowoclibrary.org/policies

City Hall and Library facilities (restrooms, conference rooms, and common areas) are not available for special events outside normal business hours. These facilities may be used during normal business hours for special events held in the parking lot but such use may not disrupt City Hall/ Library business or restrict access for those individuals seeking to conduct business within City Hall/ Library.

***Downtown streets may be considered for closure to vehicular traffic only.
Sidewalks shall remain fully open to the public during any street or event space closure.***