

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/7/2022

EVENT NAME: Lights in Lincoln Park

ORGANIZER: Lincoln Park Zoological Society - Andy Janicki

E-MAIL ADDRESS: lpzscoordinator@gmail.com

EVENT DATE: 11/22 - 12/30/22

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Drive thru holiday light tour at Lincoln Park to benefit the zoo; use of equipment, labor, cabins 1 & 2; placement of advertising signs in City ROWs, possible horse-drawn wagon rides during Family Fun Walk Nights (Nov. 22 & Dec. 30)

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Approved via e-mail
Shawn Alfred/sr
Dan Koski/sr
Jason Freiboth/sr
Todd Blaser/sr
Liz Majerus/sr

COUNCIL ACTION REQUIRED:

Approval of advertising signs in City right-of-ways

ITEMS TO INCLUDE IN LETTER:

Please inform the Parks Office if the horse-drawn wagon rides will take place. The horse drawn wagon should stay on existing trails or roadways. Organizer is responsible for ensuring that waste from the horse(s) is cleaned up.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Lincoln Park Zoological Society
 Name of Applicant Andy Janicki
 Street Address 821 Flambeau St
 Mailing Address _____
 (If different)
 City, State, Zip Manitowoc, WI 54220
 Primary Phone 608-514-3843
 Cell Phone _____
 Email lpzscoordinator@gmail.com
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Mary Jane Backus
 On-Site Cell Phone # 920-901-5862
 On-Site Security Contact Name Doug Koch
 On-Site Security Contact Phone # 920-684-7915

EVENT INFORMATION

Document Attached

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



The 2022 Lights in Lincoln Park holiday light show will be run as it has in past years, with attendees entering the park from the Waldo Blvd entrance and exiting from the north park road onto N 8th St. Setup will take place Nov 10-12 and take down will take place Jan 5-6, 2023. The light show will start on Nov 25 and run every Thu, Fri and Sat through Dec 10 (11/25-26, 12/1-3, 12/8-10). Starting on Dec 15, the light show will run every night through Dec 29. We will need access to Cabin 1 Nov 10-12 to serve lunch to volunteers during setup, and again during take down Jan 5-6, 2023. We will also need Cabin 1 beginning Nov 21 through the entire light show so that it can be decorated for Santa Nights each Friday. We also need Cabin 2 to remain closed during each night that the light show will be active, as traffic will be controlled and any cars parked near the cabin will block light displays. We also need Cabin 2 closed, and the field house parking lot reserved, on Nov 22 and Dec 30 for Family Fun Walks, when the light show will only be open to pedestrian traffic.

Please note, the horse drawn wagon mentioned below has been proposed during the Family Fun Walks and is not a guaranteed event feature.

Event Name Lights in Lincoln Park

Public Event YES NO

Location Lincoln Park, City of Manitowoc

Estimated Total Attendance 12000

Staging Area Lincoln Park Fieldhouse area

Estimated Attendance 2500

from outside City of Manitowoc

Event Website NA

Event Date(s) November 22 - December 30, 2022

Event Start Time 5:00 AM PM

Event End Time 8:00 AM PM

Setup Date(s) 11/10/2022

Setup Start Time 10:00 AM PM

Teardown Date(s) 01/06/2023

Teardown End Time 3:00 AM PM

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

RECEIVED

JAN 31 2022

CITY OF MANITOWOC
ENGINEERING

A/N
6/3/22

FACILITY REQUESTS

- Facility Location Cabin 1 and 2, Lincoln Park
- 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) All roads throughout Lincoln Park during the light show
- Timed Route
- Road Crossing Describe where +
if assistance needed
- Course Marking Describe type
- Sidewalk Describe usage

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground (greater than 5")
- Fencing
- Bounce House # _____
- Portable Restrooms # _____
- Signs/Banners # _____
- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

EVENT FEATURES

- Animals # 1 Type Horse drawn wagon
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time _____ AM PM
- End Time _____ AM PM
- Type of Sound _____

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 11/10/2022 TIME 10:00 AM PM LOCATION Lincoln Park Storage Building
PICKUP DATE 1/6/2023 TIME 3:00 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 _____ 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' 5
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" _____
- Cones – 28" reflective 25
- 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 _____
 - _____
 - _____

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 _____
- Security stanchions _____
- 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 4000

Where do you plan to park vehicles Vehicles drive through the light show and leave without parking

Are there any special parking considerations No
(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 Special safety or security considerations have not been necessary in the past 10 years of the light show

Date/Time _____

Location _____

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?

Funds from this event benefit the City-owned Lincoln Park Zoo.

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 03 / 16 / 1983

Signature of Applicant: Andy Janicki Date: 1/30/2022

E-MAIL

PRINT

2022 Lights in Lincoln Park Barricade and Traffic Cone Delivery Locations

The Light Show will run from November 22 through December 30. Setup will take place November 10-12. If possible, please deliver the barricades and traffic cones on or before November 10.

5 large street barricades at the following locations:

- 3 at the north end of Lincoln Blvd near the entrance to the Fieldhouse parking lot
- 1 at the 8th St entrance to Lincoln Park
- 1 at the north entrance to Cabin 1

36 large traffic cones at the following locations:

- 5 at the south park road and the south entrance to Cabin 1
- 6 at the south park road and the south end of the road that leads to Cabin 2
- 6 at the north park road and the playground area by Cabin 2
- 5 at the north park road and the north entrance to Cabin 1
- 4 at the 8th St entrance to Lincoln Park
- 10 at the park storage building

2022 Lights in Lincoln Park Sign Placement by the City

- **Whenever possible, please place signs under a streetlight for nighttime exposure**

4x4 Double-Sided Signs

- **8th St near ball diamond at Lincoln Park**
- **Waldo Blvd Zoo Entrance**
- **West side of 11th St and Waldo in median**
- **West side of 18th St and Waldo in median**
- **Dewey Street Park under light by street**
- **Near Riverview somewhere**
- **Harbor Town Inn – 4004 Calumet Ave, 684-7841**
- **Tourism bureau**
- **Gas Station near DQ/Maritime**

4x4 Single-Sided Signs

- **Farmer's Market corner on 8th St**

4x8 Double-Sided Signs

- **Rapids Road median – BEST LIGHT/Location as determined by City**
- **Rummies/Walmart in front of metal box near street**
- **Wherever the City determines to be a good location**

2022 Lights in Lincoln Park Reservation Dates

- **Cabin 1: Nov 10-12, Nov 21-Dec 29, Jan 6-7, 2023**
- **Cabin 2: Nov 22, 25, 26, Dec 1-3, 8-10, 15-30**
- **Field House parking lot: Nov 22 & Dec 30**