

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/14/2022

EVENT NAME: Special Event - Homecoming Parade and Tailgate

ORGANIZER: Lincoln High School - Lainey Longmeyer

E-MAIL ADDRESS: longmeyerl@mpsd.school

EVENT DATE: 9/30/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Tailgate in South parking lot of Municipal Field from 5-9pm, with parade from 6-6:30am starting south on S 9th St, west on Grand Ave, then north on S 21 St.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Jason Freiboth /ec Kim Lynch /ec	

COUNCIL ACTION REQUIRED:

Road closure of Grand Avenue from S 9th St to S 21st St

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Lincoln High School

Name of Applicant Lainey Longmeyer

Street Address 1433 S. 8th St.

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone _____

Cell Phone 920-374-0908

Email longmeyerl@mpsd.school

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Lainey Longmeyer

On-Site Cell Phone # 920-374-0908

On-Site Security Contact Name SRO M. Check #908

On-Site Security Contact Phone # 920-973-0915

EVENT INFORMATION

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

Document Attached



Lincoln High School Homecoming Parade and Tailgait Party. Students will start lining up for the parade in the LHS south parking lot at 1700 hours. The parade will begin at 1800 hours. The parade will travel south on S. 9th St., then west on Grand Ave. to S. 21st St. We are requesting no parking on S. 8th St. from JFK south to Grand Ave. (on both the east and west side of the road), on Grand Ave. from S. 9th St. to S. 21st St. (on the north side of the road) and on S. 21st St. for 3000 north of Grand Ave. (on both the east and west side of the street). We would also ask that Grand Ave. be closed to through traffic from S. 21st St. to S. 23rd St. from 17:00-21:30 hours.

Event Name Lincoln High School - Homecoming

Public Event YES NO

Location 1433 S. 8th St. (Lincoln High School) & 1815 S. 23rd St. (Ron Rubick Field)

Estimated Total Attendance 500

Estimated Attendance 10
from outside City of Manitowoc

Staging Area Lincoln High School South Parking Lot

Event Website none

Event Date(s) 9-30-22

Event Start Time 5:00 AM PM

Event End Time 9:30 AM PM

Setup Date(s) 09/30/2022

Setup Start Time 12:00 AM PM

Teardown Date(s) 09/30/2022

Teardown End Time 9:30 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

SEP 17 2022

CITY OF MANITOWOC
ENGINEERING



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 S. 9th St. from Green St. to Grand Ave., Grand Ave. from S. 9th St. to S. 23rd St., from 1800-1830 hours.
Describe location(s)
+ time(s)
- Timed Route
- Road Crossing Officer assistance will be needed at S. 10th St @ Grand Ave., S. 14th St. @ Grand Ave. and S. 18th St. @ Grand Ave., to stop traffic temporarily for the parade to pass through safely.
Describe where +
if assistance needed
- Course Marking See attached work order.
Describe type
- Sidewalk
Describe usage

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 # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # R.R. Field

SOUND

- Amplified Sound
- Start Time 6:30 AM PM
- End Time 9:30 AM PM
- Type of Sound Music and Game Announcing



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 _____ TIME _____ AM PM LOCATION _____
PICKUP DATE _____ 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 _____ 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' _____
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" _____
- 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 _____
 - _____
 - _____

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 150

Where do you plan to park vehicles on the roadway surrounding the facility and in the parking lot south of the field

Are there any special parking considerations _____
(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 Officers to control intersections as stated above. 3 officers will be required.

Date/Time 09-30-22 from 1800-1845 hours

Location S. 10/Grand, S. 14/Grand, S. 18/Grand

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?

Requesting that any fees associated with this event be forgiven. This is a high school event with no fees being charged to participate. This event will hopefully pull our community together and celebrate our high school fall sports.

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 02 / 04 / 96

Signature of Applicant: Lainey Longmeyer - Dean of Students Lincoln High School

Date: 09-09-22

9-9-22



WORK ORDER

Date: September 9, 2022
To: Director of Public Works
From: Officer Miranda Check
RE: LHS Homecoming Parade & Tailgate

Please have all the barricades dropped off by 12:00 pm on Friday, September 30th, 2022. Barricades can be picked up any time after midnight on September 30th.

2 Barricades	S. 23 rd St @ Grand Ave.	Block traffic in both directions
2 Barricades	S. 21 st St @ Grand Ave.	Block traffic in both directions
15 Cones	SW corner Rubick Field Parking Lot (near corner of fence) Block both driveway entrances for parking lot on S. 21 st @ Grand Ave. and driveway for baseball field (Bandits) along Grand Ave.	
1 Road Closed Sign	S. 18 st St. @ Grand Ave.	Warning (Grand/S 21 st St)
2 Barricades	S. 9 th St. @ Grand Ave.	Block traffic in both directions
1 Road Closed Sign	1900blk S. 9 th St.	Warning (facing NB)
2 Barricades	S. 9 th St. @ Green St.	Block EB and WB traffic
1 Road Closed Sign	S. 10 th St. @ Green St.	Warning (facing EB)
1 Barricade	S. 9 th St. @ Division St.	Block SB traffic
1 Road Closed Sign	S. 10 th St. @ Division St.	Warning (facing EB)
1 Barricade	S. 9 th St. @ Columbus St.	Block SB traffic

As always, thanks for your help! Any questions can be directed to Officer Check at 920-973-0915.

Homecoming Parking Order

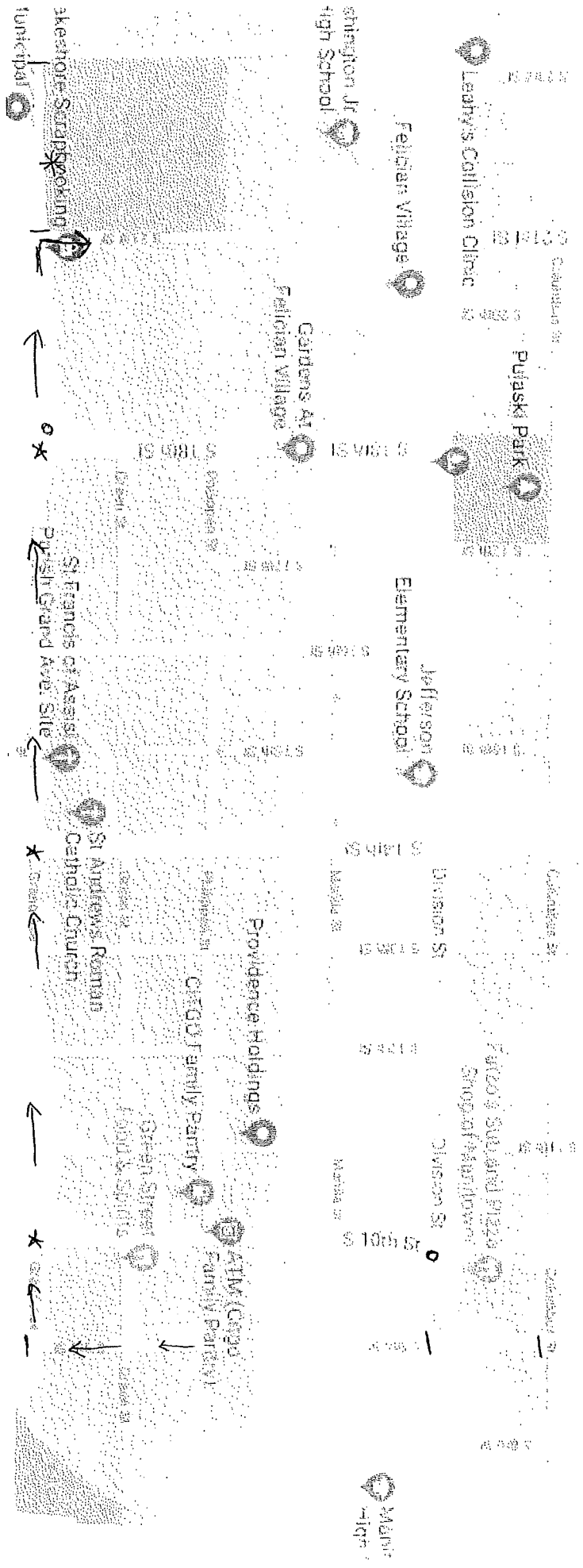
No Parking Signs – entire east and west side of S. 9th St. from JFK Fieldhouse to Grand Ave.

No Parking Signs – entire north and south side of Grand Ave. from S. 9th St. to S. 23rd St.

No Parking Signs – east and west side of S. 21st St. from Grand Ave. north 300 feet

**Police Department "No Parking Signs" will be used to post these areas*

Notes: No parking signs will line the route
~~Best~~ Parade begins at JFK parking lot and ends at Ron Rubick Field



- = Barricades
- o = Road Closed Ahead Signs
- * = Police Officers
- * = Cones (15 cones)

Timeline: Parade Assembly 5pm
 Parade Starts 6pm
 Tailgate starts immediately after parade
 Tailgate ends 10pm