

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/11/2024

EVENT NAME: Lights in Lincoln Park

ORGANIZER: Manitowoc Lincoln Park Zoological Society - Mary Jane Backus

E-MAIL ADDRESS: lpzscoordinator@gmail.com

EVENT DATE: 11/26/24 to 12/28/24

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Holiday drive-thru light show through Lincoln Park, using Cabin 1, 2 and the Fieldhouse some nights. Four nights will be for pedestrian-only light shows.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec	
Todd Blaser /ec	
Jason Freiboth /ec	
Eric Nycz /ec	
Dan Koski /ec	

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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Thursday, August 22, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Lights in Lincoln Park
Location	Lincoln Park
Date	Tuesday, November 26, 2024
End date if multiple day event and additional dates if applicable.	12/28/2024
Event time	5:00 PM - 8:00 PM
Setup date & time	Thursday, November 14, 2024 10:00
Takedown date & time	Thursday, January 2, 2025 10:00

Applicant Information

Organization Name	Manitowoc Lincoln Park Zoological Society
Address	PO Box 321 Manitowoc, Wisconsin, 54221
Email	lpzscoordinator@gmail.com
Phone number	(920) 686-6505
On-site contact name & phone number	Mary Jane Backus - 920-901-5862
Security name & phone number	Mary Jane Backus - 920-901-5862

Event Details

If any questions are not applicable, you can leave them blank.

Event description

The 2024 Lights in Lincoln Park holiday light show will be run as it has in past years, with attendees entering the park from the Lincoln Blvd entrance and exiting from the north park road onto N 8th St. Setup will take place Nov 14-16 and teardown will take place Jan 2-4, 2025. The drive-thru light show will start on Nov 29 and run every Thu, Fri and Sat through Dec 7 (11/29-30, 12/5-7). Starting on Dec 12, the light show

will run every night through Dec 27. We will need access to Cabin 1 Nov 14-16 to serve lunch to volunteers during setup, and again during teardown Jan 2-4, 2025. We will also need Cabin 1 reserved Nov 25-Dec 29 so that it can remain decorated for Santa Nights each Friday, and so that other parties do not interfere with the regular light show route. 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 Fieldhouse parking lot reserved, on Nov 26, Dec 4, Dec 11 and Dec 28 for Family Fun Walks, when the light show will only be open to pedestrian traffic. Finally, we will need access to the Fieldhouse on Dec 6 for the MPU Light Exchange.

Estimated total attendance 12000

Estimated total attendance from outside Manitowoc 2500

Event website <https://www.manitowoc.org/1204/Lights-in-Lincoln-Park>

Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Temporary Class "B" License, and provide Liquor Liability to the Clerk's Office.

Select all that apply to the event

Collecting monetary donations

Charging admission or registration

Expected revenue 55000

Revenue will be used for Funds generated by this event are used entirely towards our mission of enhancing the quality of the Lincoln Park Zoo, in collaboration with the City of Manitowoc

Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

Road Closure

All roads within Lincoln Park will need to remain closed each night that the light show is active.

Where are cars parking? Vehicles drive through the light show and leave without parking. No special considerations are necessary.

Describe course markings and if this is a timed route City barricades and reflective cones are used to direct the flow of traffic.

Event Structures

Safety & Security

Depending on the size and nature of the event, the City may require medical and security services. Organizers should have a first aid kit at the minimum. Events that serve alcohol must ensure patrons are 21 years or older and at least one licensed bartender is on site.

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

No safety or security assistance has been necessary in the previous 12 years of the light show.

Equipment & Facility Requests

Facility request

Lincoln Park Cabins 1 and 2, Fieldhouse

Special power or lighting request

Outdoor electrical outlets throughout the drive-thru route will be utilized to power the various light displays, as they are each year.

Traffic control

Barricades 2'

Barricades 3'

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

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28" $\frac{25}{\$5.50}$

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Est. equipment cost per day

177.50

Equipment request notes

Equipment should be delivered to the Lincoln Park Storage Building (near Cabin 2) on or before 10AM on 11/14/2024 and picked up on or after 3PM on 1/4/2025.

Waiver of Fees

Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not guaranteed. This waiver does not waive late application, late application, and cancellation fees. Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

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?

The Manitowoc Lincoln Park Zoological Society is a charitable non-profit organization that operates solely to benefit the City-owned Lincoln Park Zoo. Further, this event directly contributes to improvements and new developments at the zoo. Any fees would only dampen our potential impact, so waiving these fees is not only in our best interest, but also the City's.

Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

Upload map and supporting documents



Light Show Map.pdf

Legal Notice and Submission

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.

Applicant date of birth

Wednesday, March 16, 1983

Sign

Andy Janicki