

MEETING DATE: 9/22/2021
EVENT NAME: Homecoming
ORGANIZER: Lincoln High School - Lee Thennes
E-MAIL ADDRESS: thennesl@mpsd.school
EVENT DATE: 10/8/2021 **NEW OR RECURRING:** Recurring

COMMITTEE CONCERNS:

DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

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City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

RECEIVED

SEP 21 2021

CITY OF MANITOWOC
ENGINEERING

APPLICANT INFORMATION

Business/Org Name Lincoln High School

Name of Applicant Lee Thennes

Street Address 1433 S. 8th St.

Mailing Address
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-663-9602

Cell Phone 920-323-5400

Email thennesl@mpsd.school

Wisconsin Tax Exempt ☒

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Lainey Longmeyer

On-Site Cell Phone # 920-323-8324

On-Site Security Contact Name Off. Miranda Check #908

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

EVENT INFORMATION

Missing Map/Drawing

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



Lincoln High School Homecoming Parade and Tailgate Party. Students will start lining up for the parade in the LHS south student 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. 9th St. from JFK south to Grand Ave. (on both the east and west sides), on Grand Ave. from S. 9th St. to S. 23rd St. (on both the north and south side) and on S. 21st St. for 300 feet north of Grand Ave. (on both the east and west sides). We would also ask that Grand Ave. be closed to traffic from S. 21st St. to S. 23rd St. from 17:00-22:00 hours.

5 PM

Event Name Lincoln High School Homecoming

Public Event YES NO ☒

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

Estimated Total Attendance 500

Estimated Attendance 10

from outside City of Manitowoc

Staging Area Lincoln High School Student Parking Lot (south lot)

Event Website none

Event Date(s) 10-08-2021

Event Start Time 1700 hrs ^{5 PM} AM ☐ PM ☒

Event End Time 2200 hrs ^{10 PM} AM ☐ PM ☒

Setup Date(s) 10/08/2021

Setup Start Time Noon AM ☐ PM ☐

Teardown Date(s) 10/08/2021

Teardown End Time 2200 hrs ^{10 PM} AM ☐ PM ☒

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

A/N
Rubick

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 1 - Brian's Smokehouse

☐ 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)

Road closed on Grand Ave. from S. 21st St. to S. 23rd St. 1700-2200 hours

☐ Timed Route

☒ Road Crossing
Describe where &
if assistance needed

Officer assistance needed at three intersections to get floats through together. 1. S. 10th St. & Grand 2. S. 14th St. & Grand 3. S. 18th St. & Grand. (1 of those positions I will fill #908).

☐ 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 # _____ Type _____

☐ Fireworks - Time _____

☐ Drone # _____

☐ Lights/Spotlights # _____

SOUND

☒ Amplified Sound

Start Time 1800 hrs AM ☐ PM ☒

End Time 2130 hrs AM ☐ PM ☒

Type of Sound Same sound as football game

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 surround the facility and in the parking lot south of the field

Are there any special parking considerations n/a
(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 2 additional Police Officers needed to regulate traffic at Grand Ave @ S. 10 & Grand Ave @ S. 14

Date/Time 10-08-21 at 1800-1845 hours

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?

Requesting that any fees associated with this event be forgiven. This is a school event with no fees being charged to participants. This event will hopefully pull our community together to celebrate all 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 4/6/1979

Signature of Applicant: [Signature]

Date: 9/20/21

E-MAIL

PRINT

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*

WORK ORDER

Date: September 20, 2021
To: Director of Public Works
From: Officer Miranda Check
RE: LHS Homecoming Parade & Tailgate before Home Football Game

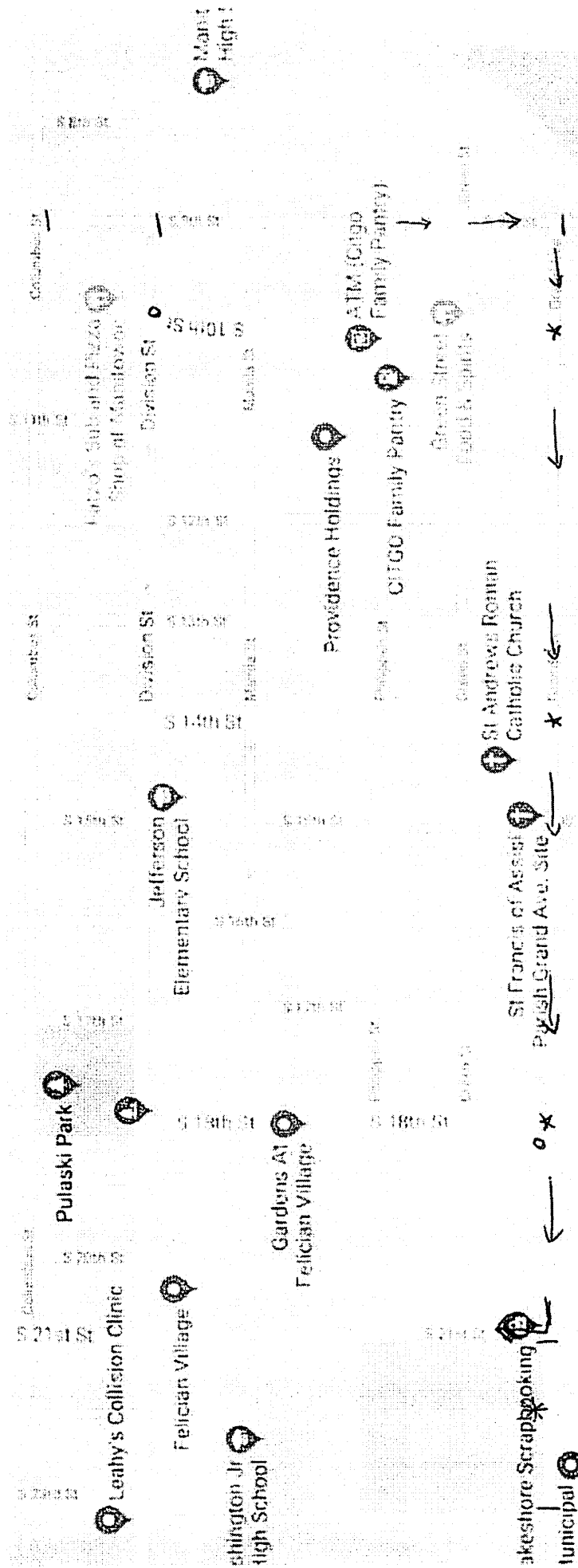
Please have all the barricades dropped off by 12:00 pm on Friday, October 8th, 2021.
Barricades can be picked up any time after midnight on October 8th.

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 th 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.

Notes: No parking Signs will line the route

Parade begins at JFK parking lot and ends at Ron Rubick Field



Timeline: Parade Assembly 5pm

Parade Starts 6pm

Tailgate Starts immediately after parade

Tailgate ends 10pm

— = Barricades

o = Road Closed Ahead Signs

* = Police Officers

* = Cones (15 cones)