

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/5/2021

EVENT NAME: Lincoln High School Graduation

ORGANIZER: Lincoln High School - Lee Thennes

E-MAIL ADDRESS: mcheck@manitowoc.org

EVENT DATE: 6/11/2021 rain date 6/12/21

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Street closures, use of traffic control items, assistance from PD

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Dan Koski/sr Todd Blaser/sr Jason Freiboth/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

Street closures: S 9th from Columbus to Green Sts. and S 8th south of Columbus St.

ITEMS TO INCLUDE IN LETTER:

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

RECORDED

491031

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: Lincoln High School Graduation
2. Date of Event: 06/11/2021 If multiple days, Start Date: _____ End Date: Rain date 6-12-21
same time and place
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 8:00 am AM/PM Actual Start Time: 1:00 pm AM/PM Finish Time: 4:00 pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Lincoln High School
Name of organization responsible for event
Lee Thennes - Principal Telephone # PRIOR TO event (9203235400)
Name (first, middle, and last) of event organizer
SRO Miranda Check Telephone # DURING event (9209730915)
Contact name DURING event (if different)
1433 S. 8th St.
Street Address
Manitowoc, WI, 54220 E-mail address mcheck@manitowoc.org
City, State, Zip of event organizer

Is the sponsoring organization a 501(c)(3) organization? Yes No

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

This event takes place on Lincoln High School property, 1433 S. 8th St., in the west bowl. Please see all attached documents for further information regarding this event. This year's graduation will run in the same fashion it has traditionally been run in the past. MPSD will be limiting the number of people allowed within the fenced area where the graduates are located. That number will be determined by MPSD closer to the event. Attendees will have to have a ticket from a student at LHS in order to enter the fenced area. This is the same as in the past, however the number of tickets available will be much less.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? _____ No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

Have you reserved the park &/or park facilities? Yes No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? Yes No If yes, which street(s): Please see attached documentation.

S. 9th St. from Columbus St. to Green St. and S. 8th St. south of Columbus St.

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? Yes No



6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? Yes No

If yes, where on the trail will the event begin: _____

Where on the trail will the event end: _____

When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____ Date: _____

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? about 3,000

How many vendors will be at your event? 0 How many vehicles? 1,500

Do you require any special parking restrictions? Yes No If yes, what type, when, and where:

Yes, see attached documents. No parking on S. 9th St. from Columbus St. to Green St., the north side of Green St. from S. 10th St. to the driveway entrance to the student parking lot.

Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

Will food be prepared and/or served at the event? Yes No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? Yes No

Will a loudspeaker or similar electric sound amplification system be used outdoors? Yes No

If yes, what hours: 12:45pm - 3:30pm

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No

If yes, please describe: _____

Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? Clean-up Street-sweeping

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? Yes No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? Yes No If yes, please indicate what types of animals, how many are expected, and where they will be located. _____

What toilet facilities will be made available to your participants? Indoor Outdoor

Please describe the toilet facilities that will be provided, including their locations and the number of units:
3 units in the west bowl off of S. 9th St.

Will alcoholic beverages be served/sold? Yes No If yes, a "Special Class B" license will allow sale/service of beer and/or wine. Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

In the case of a premise with a current alcohol license, do you need an extension of your premise? Yes No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? Yes No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Please see attached documents for exact placement and number. DPW work order is attached.

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	<u># Needed</u>		<u># of Days*</u>	<u>Cost/Day</u>		<u>Total</u>	
Barricades							
2'	_____	X	_____	\$3.00	=	_____	Flashers _____
3'	_____	X	_____	\$3.00	=	_____	Flashers _____
8'	_____	X	_____	\$4.00	=	_____	
Rail type-long	_____	X	_____	\$2.00	=	_____	
Rail type-short	_____	X	_____	\$2.00	=	_____	
Channelizer Drums	_____	X	_____	\$3.00	=	_____	
Cones							
18"	_____	X	_____	\$1.50	=	_____	
28"	_____	X	_____	\$1.50	=	_____	
Safety vests	_____	X	_____	No charge	=	No Charge	
Snow fence							
Rolls	_____	X	_____	\$4.00	=	_____	
Posts	_____	X	_____	No Charge	=	No Charge	
Post driver/pounder	_____	X	_____	No Charge	=	No Charge	
Traffic signs	_____	X	_____	\$2.00	=	_____	Description _____
	_____	X	_____	\$2.00	=	_____	Description _____
	_____	X	_____	\$2.00	=	_____	Description _____
Traffic signs (Portable)	_____	X	_____	\$3.00	=	_____	Description _____
	_____	X	_____	\$3.00	=	_____	Description _____
	_____	X	_____	\$3.00	=	_____	Description _____
Other (list items and amounts)							

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'	_____	X	_____	\$5.00	=	_____	
Park benches	_____	X	_____	\$7.00	=	_____	
Picnic tables	_____	X	_____	\$7.00	=	_____	
Risers, platform	_____	X	_____	\$15.00	=	_____	Description _____
Security stanchions	_____	X	_____	\$ 5.00	=	_____	
Tent, 10'x10'	_____	X	_____	\$30.00	=	_____	
Tent, 10'x20'	_____	X	_____	\$35.00	=	_____	
Ticket booths, outdoor	_____	X	_____	\$15.00	=	_____	
Trash cans	_____	X	_____	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8***	_____	X	_____	\$240.00	=	_____	
Other (list items and amounts):							

TOTAL RENTAL CHARGES _____

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. Stake Permit: **There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground.** The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up. Will any of these items (or items of similar nature) be erected or placed on the event grounds?

- Tent or canopy Yes No
- Fence Yes No
- Sign Yes No
- Bounce house Yes No If electric, where will item be plugged in? _____
- Other _____ Yes No If electric, where will item be plugged in? _____

If yes for any, give a detailed explanation under #5.

10. Safety and Security for Your Event:

Do you have the correct level of insurance for your specific event? Yes No

Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? Yes No If yes, please describe:

See attached work orders

SRO M. Check #908
Name of Security Coordinator _____

9209730915 - _____
Phone # before event

9209730915 - _____
Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event? Yes No
The City reserves the right to require a detailed written public safety plan.

11. Fees & Reimbursement: Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment. Stake Permit Fees, License Fees and Delivery Fees will not be waived.

Is a waiver of some or all fees requested? Yes No

If yes, please explain what fees you desire waived or reduced and the reason(s):

We are requesting that all fees be waived. This is a graduation for a non-profit school.

This event engages a significant portion of our community from parents, to students, and their extended family and friends.

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

Yes No

If yes, explain and list specific charges

What are your estimated revenues and what will the revenues be used for?

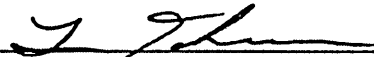
Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

12. 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 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: 

Date: 4/13/21

Graduation Parking Order

No Parking Signs – entire east and west side of S. 9th St. from Columbus St. to Green St.

No Parking Signs – entire north side of Green St. from S. 10th St. east to driveway entrance to Lincoln Parking Lot

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

Work Order

Date: 04-13-2021

To: Billy Hutterer

From: Officer Miranda Check (920-973-0915)

Re: Deliver and pick up signs and barricades from Lincoln High School Friday, June 11, 2021

Place all barricades, signs and cones at the following locations prior to 0900 hours on Friday, June 11, 2021

- **2 barricades at the southeast corner of S. 10th St. and Division St. (close Division St.)**
- **10 cones at the southeast corner of S. 10th St. and Division St. (close Fatzo's south driveway, exiting onto Division St.)**
- **2 barricades at the southwest corner of S. 9th St. and Division St. (close Division St.)**
- **4 barricades at the northwest corner of S. 9th St. and Columbus St. (close S. 9th St.)**
- **4 cones at the northwest corner of S. 9th St. and Columbus St. (Squad Parking S. 10/Columbus)**
- **4 barricades at the northwest corner of S. 9th St. and Green St. (close S. 9th St.)**
- **4 cones at the northwest corner of S. 9th St. and Green St. (Squad Parking S. 10/Green)**
- **2 barricades near JFK entrance (close driveway just south of bowl)**
- **2 barricades near parking lot driveway on S. 9th St. between Green St. and JFK Building (close parking lot entrance, forcing entrance off of Green St.)**
- **8 cones near parking lot driveway on S. 9th St. between Green St. and JFK Building (cone placed on southeast curve in parking lot to prevent parking on grassy area)**
- **4 barricades at the southwest corner of S. 8th St. and Columbus St. (close S. 8th St. – Lincoln circle)**

Email: Billy Hutterer, Karen Dorow, Gregory Wuensch

* Personnel will be different

2021 LHS GRADUATION ASSIGNMENTS

Graduation ceremony Begins @ 1 PM (06-11-21)

TRAFFIC CONTROL PRE EVENT:

0900 Hrs – CSW Harms/CSW Intern 1 Gonzalez hang No Parking Signs (see work order).

1200 Hrs – All barricades set up and officers at their corners until 1300 Hrs

S. 9 TH / Columbus St.	Sgt. Trilling
S. 9 TH / Green St.	SRO Krock
S. 9 TH / Division St.	Detective Lecher
S. 8 TH /Columbus St.	McGinty/CSW Intern 1 Gonzalez
Red Arrow Park and surrounding neighborhood	Officer Delsman

DURING EVENT:

Foot Patrol – Lincoln High School Property

Uniformed Officers - SRO Krock (940), SRO Check (908), Sgt. Trilling (043)

Detectives in plain clothes - McCue (107), Vorpahl (018), McGinty (144), Lecher (165)

Marked Squad - Red Arrow Park and surrounding neighborhood

Officer Delsman (673)

OFFICERS WORKING THE ROAD

Shift Commander – Lt. Schroeder (502)

Sec. 1 Ver Velde (131)

Sec. 2 Albright (706)

Sec. 3 Ladwig (035)

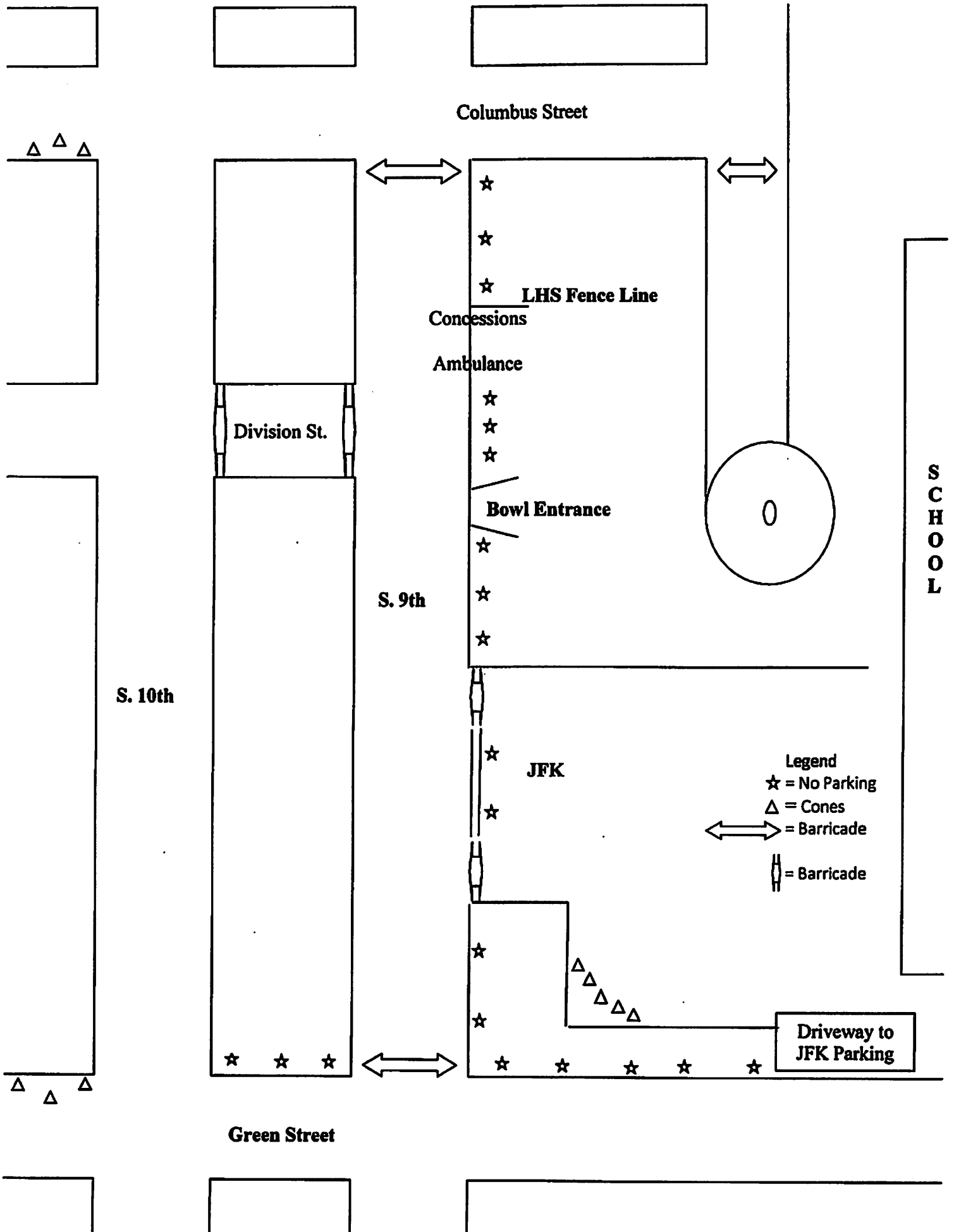
Sec. 4 Massart (912)

City Delsman (673)

Second Shift Early Officers @ 1400 – (Officer Albright (706), Officer Nebel (121))

OFFICERS POST CEREMONY ASSIGNMENTS:

S. 10 th / Columbus St.	Officer Ladwig
S.9 th / Columbus St.	Sgt. Trilling
S.9 th / Division St.	Detective Lecher
S.8 th / Columbus St.	Det. McGinty
S 9 th / Green St.	SRO Krock
S.10 th / Green St.	Officer Ver Velde



Columbus Street

Division St.

LHS Fence Line

Concessions

Ambulance

Bowl Entrance

S. 9th

S. 10th

JFK

Legend

☆ = No Parking

△ = Cones

↔ = Barricade

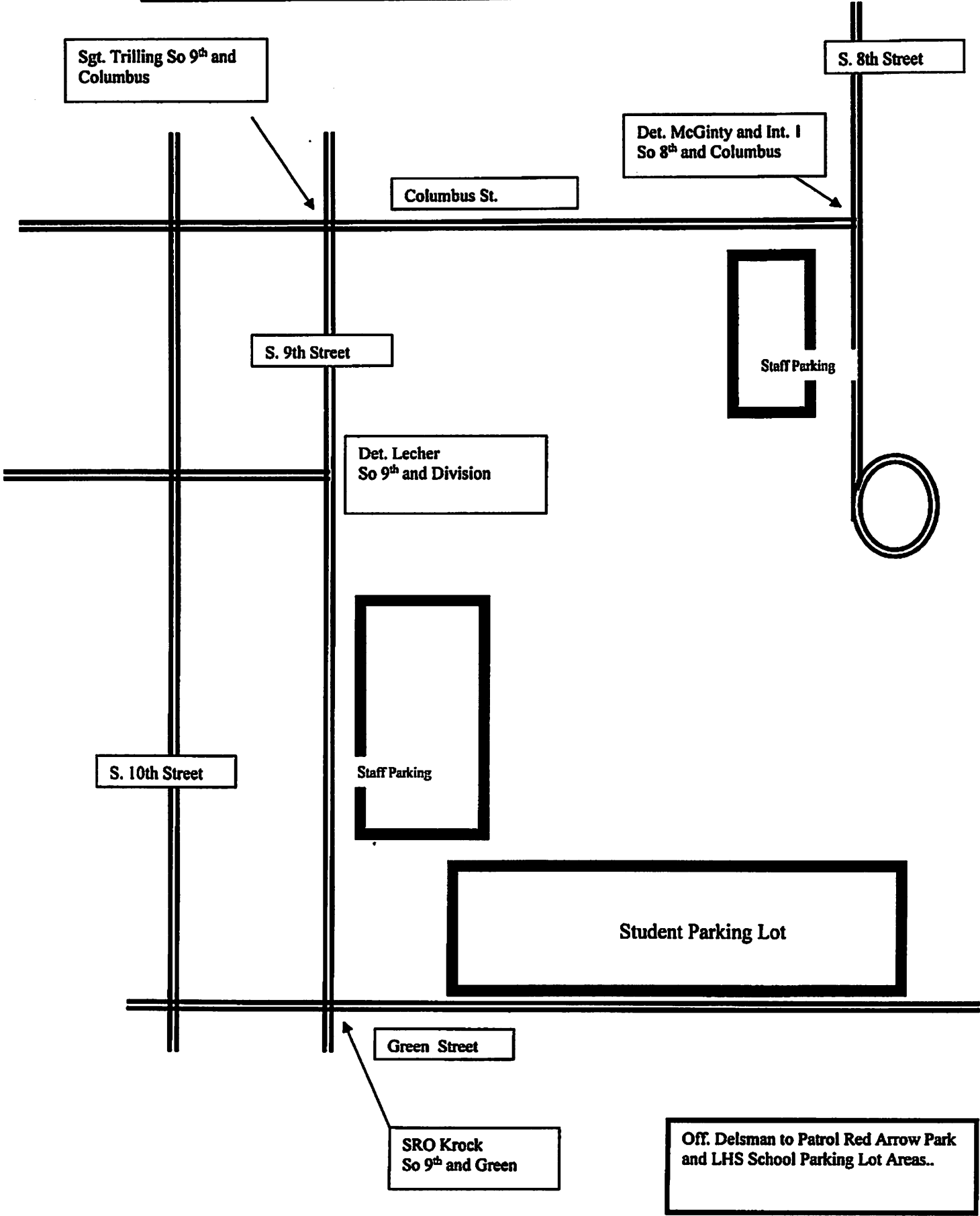
⏏ = Barricade

Driveway to JFK Parking

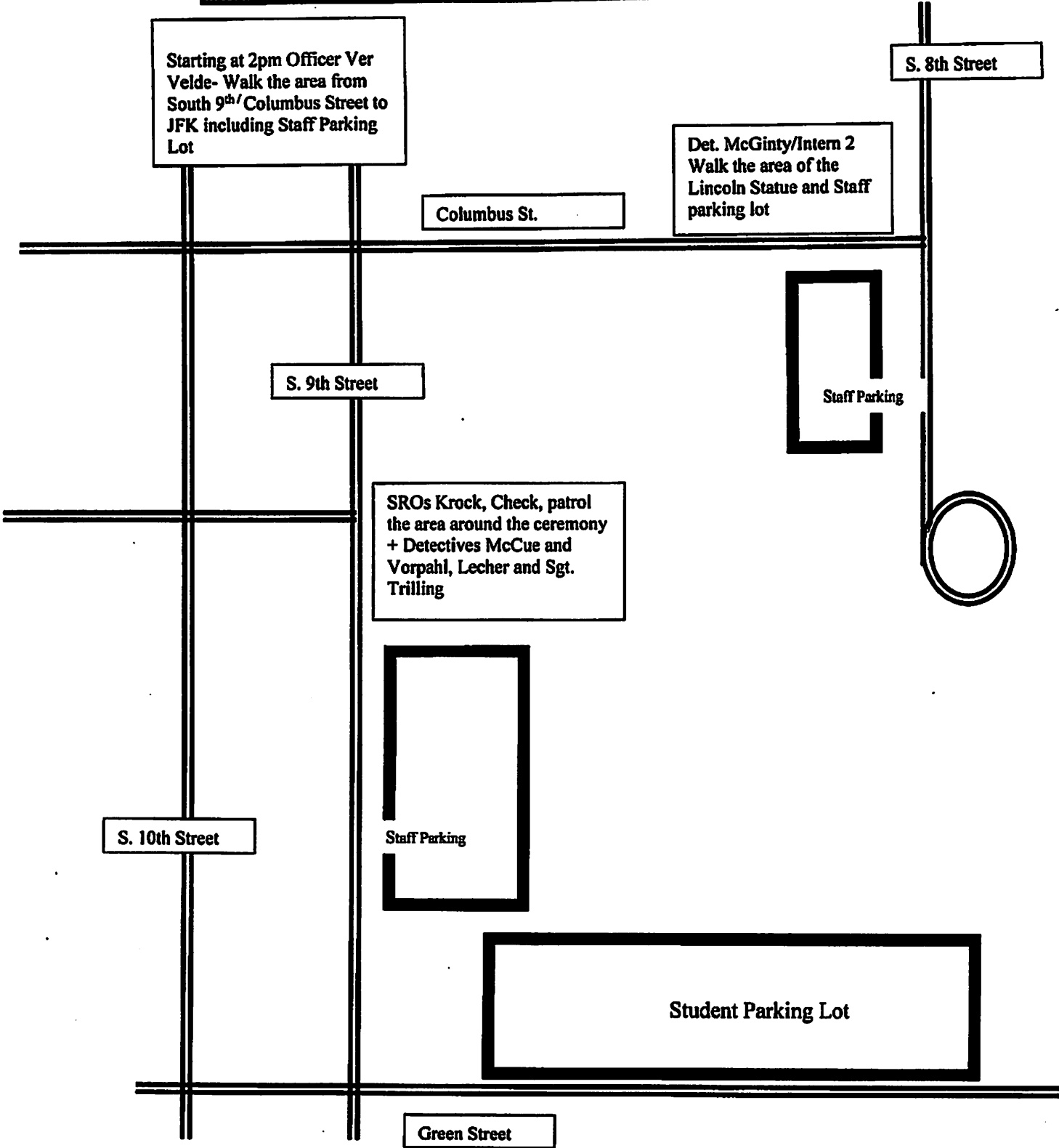
Green Street

SCHOOL

TRAFFIC CONTROL ASSIGNMENTS PRE CEREMONY



LHS GRADUATION CEREMONY ASSIGNMENTS



Starting at 2pm Officer Ver Velde- Walk the area from South 9th/Columbus Street to JFK including Staff Parking Lot

S. 8th Street

Det. McGinty/Intern 2
Walk the area of the Lincoln Statue and Staff parking lot

Columbus St.

S. 9th Street

Staff Parking

SROs Krock, Check, patrol the area around the ceremony + Detectives McCue and Vorpahl, Lecher and Sgt. Trilling

S. 10th Street

Staff Parking

Student Parking Lot

Green Street

Off. Delsman - Patrol Red Arrow Park and LHS School Parking Areas.

TRAFFIC CONTROL ASSIGNMENTS POST CEREMONY

