

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 7/10/2024

**EVENT NAME:** Lincoln Homecoming Bonfire

**ORGANIZER:** Lincoln High School - Lainey Longmeyer

**E-MAIL ADDRESS:** [mcheck@manitowoc.org](mailto:mcheck@manitowoc.org)

**EVENT DATE:** 10/2/2024

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Bonfire on the beach to celebrate homecoming week

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** not granted

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



Saturday, June 29, 2024

## Special Event Application

### Approval Status

Not Started

### General Event Information

Event name	Lincoln High School Homecoming Bonfire
Location	Red Arrow Park, Boat Launch area
Date	Wednesday, October 2, 2024
Event time	7:00 PM - 9:00 PM
Setup date & time	Wednesday, October 2, 2024 18:00
Takedown date & time	Wednesday, October 2, 2024 21:30

### Applicant Information

Name of Applicant	Lainey Longmeyer
Organization name	Lincoln High School
Address	1433 S. 8th St. Manitowoc, WI, 54220
Email	mcheck@manitowoc.org
Phone number	(920) 374-0908
On-site contact name & phone number	Lainey Longmeyer 920-374-0908
Security name & phone number	Off. M. Check #908 920-973-0915

### Event Details

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

#### Event description

Bonfire for students of LHS to participate in during Homecoming Week. Hopefully will be run, just as it was in Oct. 2023. Students and LHS maintenance will provide all the supplies and safety equipment needed.

Estimated total attendance 500

**Estimated total attendance from outside Manitowoc** 0

**Event website** n/a

## 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** Food Trucks

**Expected revenue** 0

**Revenue will be used for** n/a

## Route & Road Usage

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

### Road Closure

Green St. from just east of the railroad tracks, which are just west of the boat landing, east to the boat landing/beach area to prevent vehicle traveling in the area of the pedestrian traffic.

**Road Crossing** n/a

**Where are cars parking?** Lincoln HS student parking lot

**Time of amplified sound** 7:00 PM - 9:00 PM

**Amplified sound type** Music from stereo system

## 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.**

n/a

## Equipment & Facility Requests

**Facility request** n/a

**Athletic field request** n/a

**Special power or lighting request** n/a

**Est. equipment cost per day** 0

## 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?**

Lincoln HS students are the organizing this event for their peers. There is no cost to attend the event. There will be no profits from the event. The school is asking the City to please grant us this waiver of fees.

## 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**



## 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**

Saturday, June 29, 2024

**Sign**

Lainey Longmeyer