



# CITY OF MANITOWOC

WISCONSIN, USA  
www.manitowoc.org



October 26, 2017

City of Manitowoc Recreation Division  
Denise Larson  
2655 S. 35<sup>th</sup> St.  
Manitowoc, WI 54220

RE: Zoo Boo – Lincoln Park Zoo – October 28, 2017

Dear Ms. Larson:

The above request was acted upon by the Special Events Committee at the meeting of October 23, 2017, at which time the Committee granted your request.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Deborah Neuser  
City Clerk

DAN:mrk

cc: Chief of Police Nick Reimer  
Fire Chief Todd Blaser  
Randy Junk, Operations Division Mgr. (Streets)  
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)  
Karen Dorow, Business Manager



# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/23/2017

EVENT NAME: Zoo Boo

ORGANIZER: City of Manitowoc Recreation Division - Denise Larson

EVENT DATE: 10/28/2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Refreshments, games, & trick-or-treat surprises for children age 14 & under with \$1 admission

### ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	210
RECREATION	
STREETS	
TOTAL	210

### ESTIMATED EVENT HOLDER CHARGES:


LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	75
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	75
GRAND TOTAL	285

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

  
T.M.S.  
Denise Larson  
CITY OF MANITOWOC

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

# Halloween Zoo Boo

At the Lincoln Park Zoo, Manitowoc

*Saturday, Oct 28*



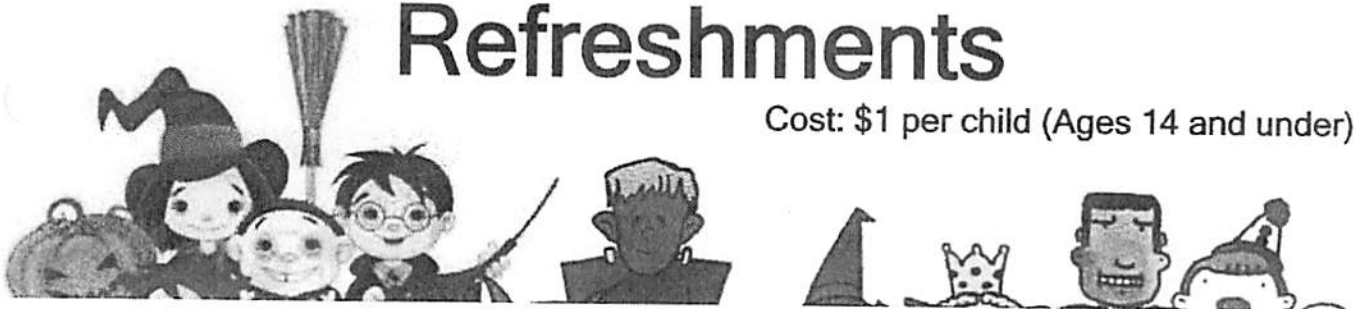
*1pm-4pm*

A day of tricks and treats for  
all.

Games ~ Activities

Refreshments

Cost: \$1 per child (Ages 14 and under)



## **ZOO BOO**

Saturday, October 28th, 2017

Time: 1pm - 4pm

Cost: \$1 per child (Ages 14 and under)

This pre-trick or treating event will have fun activities for the whole family. Refreshments, games and trick-or-treat surprises will also be available during this howling good time. Entrance fees are \$1 per child ages 14 and under.

For more information or to volunteer, please call the zoo office at 683-4685. Leave a message if no answer and someone will get back to you.

## **VOLUNTEER OPPORTUNITIES for the ZOObOO!**

**Help BOOtify the zoo on the following dates:**

Sat. Oct. 21 from Noon-4p - Decorating

Sun. Oct. 22 from 2p-4p - Decorating

Sat. Oct. 28th - Day of event. We need people for games, entrance and activities.

CALL Vicki at 920-683-4685 if you can help out.

### **Additional Resources**

- [2017 Zoo Boo Poster](#)

**Sandy Ronski**

---

**From:** Vicki Rathsack  
**Sent:** Friday, October 20, 2017 10:55 AM  
**To:** parkworkers; John Powalisz; Sandy Ronski  
**Subject:** work order tents

Hi

I hope this is not too late to request the two large tents to be set up for the Halloween event next Saturday. I would like them to be placed north of the deer walkway, south of the playground area, running north and south/parallel to the driveway.

Thanks  
Vicki