

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 8/25/2021

**EVENT NAME:** Lincoln Park Holiday Light Show

**ORGANIZER:** Lincoln Park Zoological Society - Tom Kocourek

**E-MAIL ADDRESS:** newglsf@charter.net

**EVENT DATE:** 11/26 to 12/29/21

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Drive thru holiday light tour at Lincoln Park to benefit the zoo; use of equipment, labor, cabins 1 & 2; placement of advertising signs in City ROWs, possible horse-drawn wagon rides on one designated night (to be determined)

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

Approval of advertising signs in City right-of-ways

**ITEMS TO INCLUDE IN LETTER:**

Please inform the Parks Office of the date of the horse drawn wagon rides when it is scheduled. The horse drawn wagon should stay on existing trails or roadways. Organizer is responsible for ensuring that waste from the horse(s) is cleaned up.



# City of Manitowoc

## 2021 SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Lincoln Park Zoological Society

Name of Applicant Tom Kocourek

Street Address 1601 Shoto Road

Mailing Address \_\_\_\_\_  
(if different)

City, State, Zip Two Rivers, WI 54241

Primary Phone 920-323-5215

Cell Phone 920-323-5215

Email newglsf@charter.net

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Tom Kocourek

On-Site Cell Phone # 920-323-5215

On-Site Security Contact Name Tom Kocourek

On-Site Security Contact Phone # 920-323-5215

### EVENT INFORMATION

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

Document Attached



The event is the 10th Annual Lights In Lincoln Park Holiday Light show. The event will be run as in past years with attendees entering the park from the Waldo Blvd entrance and exiting the light show from the north park road onto North 8th street. Set up for this event will take place Nov. 11th & 12th and take down for the light displays will take place on January 7th & 8th, 2022. The light show will start on November 26th, 2021 and run each Thursday, Friday, & Saturday through December 11th, 2021. Starting December 16th, 2021 the light show will run every night through December 30th, 2021. The Zoological Society will need cabin 1 on Nov. 11th & 12th, 2021 to serve lunches to set up volunteers and again on Jan. 7th & 8th, 2022 to serve lunches to take down volunteers. We will need cabin 1 starting 22, 2021 through the entire light show event so it can be decorated for Santa nights each Friday. We also need cabin 2 to be closed during the actual light show as traffic during the light show will be controlled and cars can not be parked near cabin 2 at that time due to blocking the light show viewing. We are looking into possibly having one night designated as horse drawn wagon rides through the light show, however that specific date has yet to be determined. Other traffic would not be allowed during that time.

Event Name Lincoln Park Holiday Light Show

Public Event YES  NO

Location Lincoln Park, City of Manitowoc

Estimated Total Attendance 5000

Staging Area Lincoln Park Fieldhouse area

Estimated Attendance 1300

from outside City of Manitowoc

Event Website N/A

Event Date(s) Nov. 26 through December 30th, 2021

Event Start Time 5:00 AM  PM

Event End Time 8:00 AM  PM

Setup Date(s) 11/11/21 + 11/12/21

Setup Start Time 10:00 AM  PM

Teardown Date(s) 01/07/2022 + 1/8/22

Teardown End Time 3:00 AM  PM

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

# RECEIVED

AUG 19 2021

## CITY OF MANITOWOC ENGINEERING

A/N 5458

**FACILITY REQUESTS**

- Facility Location Cabin 1 and 2, Lincoln Park
- 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 \_\_\_\_\_
- 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) & timing Roads through Lincoln Park during light show.
- Timed Route
- Road Crossing Describe where & assistance needed
- Course Marking Describe type
- Sidewalk Describe usage

**EVENT STRUCTURES**

Site map must be submitted with application

- Staking Structures into Ground (greater than 6")
- Fencing
- Bounce House # \_\_\_\_\_
- Portable Restrooms # \_\_\_\_\_
- Signs/Banners # \_\_\_\_\_
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

**EVENT FEATURES**

- Animals # 1 Type horse drawn wagon
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

**SOUND**

- Amplified Sound
- Start Time \_\_\_\_\_ AM PM
- End Time \_\_\_\_\_ AM PM
- Type of Sound \_\_\_\_\_

### 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](http://www.manitowoc.org).

DELIVERY DATE 11/11/21 TIME 10:00 AM  PM  LOCATION Lincoln Park Storage Building  
PICKUP DATE 1/03/22 TIME 10:00 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' 5
- Barricades – 12' rail-type \_\_\_\_\_
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" \_\_\_\_\_
- Cones – 26" reflective 36
- 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 3200

Where do you plan to park vehicles Vehicles drive through the event and leave without parking.

Are there any special parking considerations None  
(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 We have not needed any special safety or security considerations in the past 9 years.

Date/Time \_\_\_\_\_

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?

Funds from this event benefits the City owned Lincoln Park Zoo.

**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.

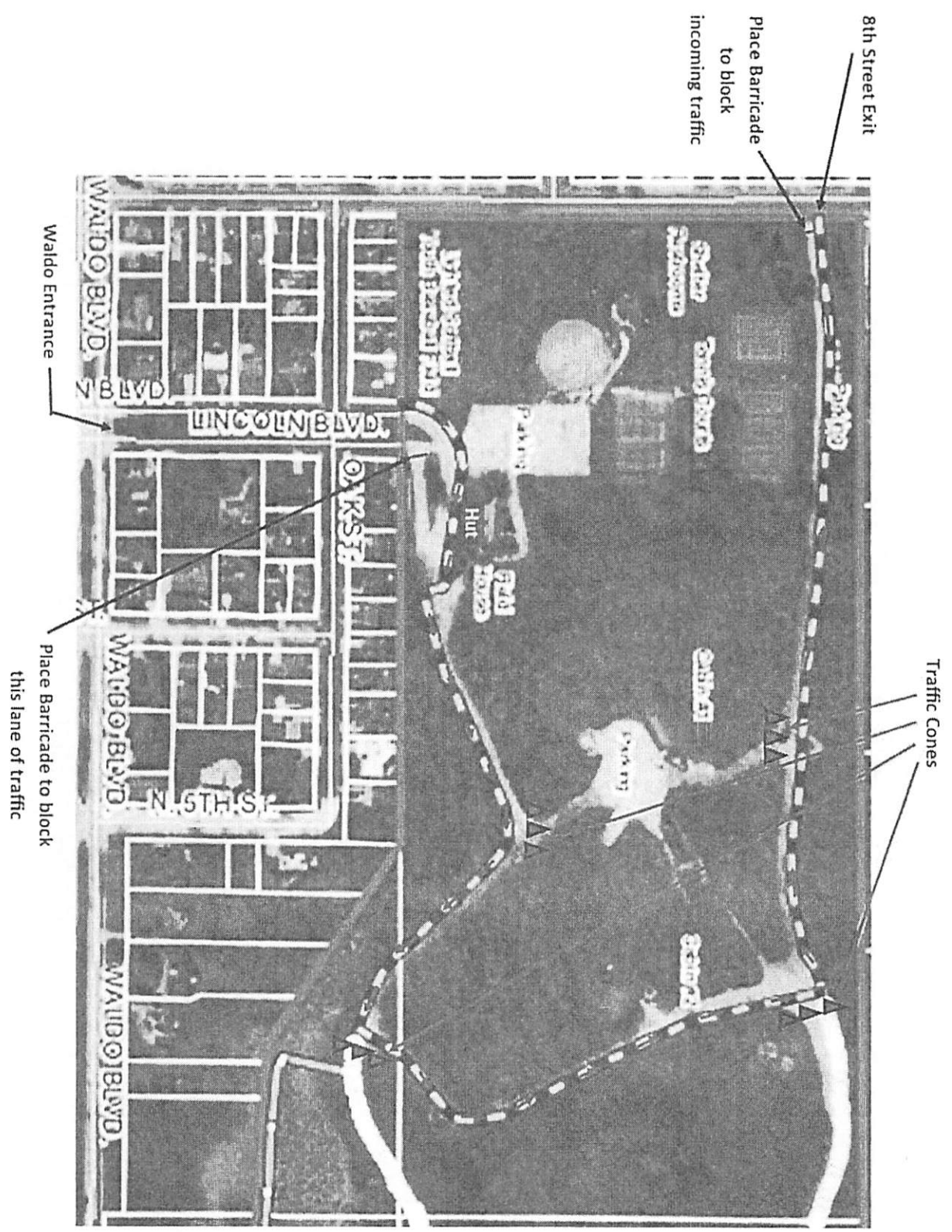
Date of birth of applicant 12 / 05 / 1945

Signature of Applicant: Tom Kocourek

Date 8/18/21

**E-MAIL**

**PRINT**



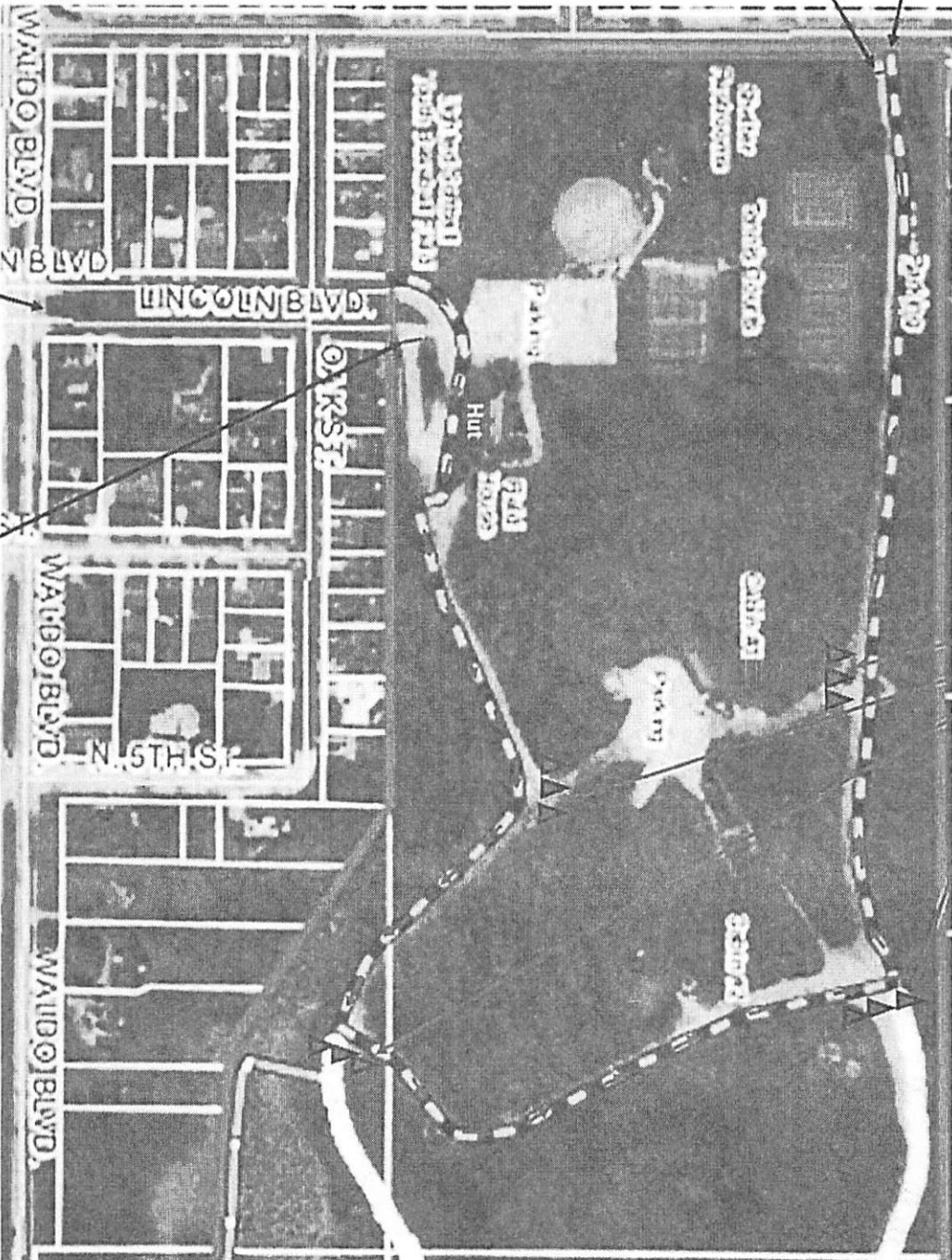
8th Street Exit

Place Barricade to block incoming traffic

Traffic Cones

Waldo Entrance

Place Barricade to block this lane of traffic



## **Waiver of fee request**

**The Lincoln Park Zoological Society is asking for the City for a waiver of all fees associated with the “Lights in Lincoln Park” event as funds raised from this event benefit the Manitowoc City Lincoln Park Zoo. This event had 5,344 cars go through the light show in 2020 with an average of 3 people per car it is estimated over 16,000 people attended the light show.**

**City fees associated with the “Lights in Lincoln Park” event would include use of cabins, traffic cones, barricades, and assistance from the City lift truck to attach shooting star lights to trees along the light show route.**

## **Barricade and Traffic Cone delivery locations for Lights in Lincoln Park 2021.**

Lights in Lincoln Parks Light Show will run from Friday, November 26<sup>th</sup> through Thursday, December 30<sup>th</sup>. We will be setting up for the Light Show event on November 11<sup>th</sup> and 12<sup>th</sup>.

If the barricades and traffic cones could be delivered on or before November 11<sup>th</sup> it would be very helpful.

**A total of 5 large street barricades will be needed at the locations listed:**

- 3 barricades at the north end of Lincoln Blvd near the entrance to the Fieldhouse parking lot.
- 1 barricade at the 8<sup>th</sup> street entrance to Lincoln park.
- 1 barricade at the north entrance to cabin 1.

**A total of <sup>36</sup>~~34~~ large traffic cones will be needed at the locations listed:**

- 5 cones at the south park road and the south entrance to cabin 1.
- 6 cones at the south park road and the south end of the road that leads to cabin 2.
- 6 cones at the north park road and the playground area by cabin 2.
- 5 cones at the north park road and the north entrance to cabin 1.
- 4 cones at the 8<sup>th</sup> street entrance to Lincoln Park.
- 10 cones at the lights storage building.