

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/9/2017

EVENT NAME: Lights in Lincoln Park

ORGANIZER: Lincoln Park Zoological Society - Doug Koch

EVENT DATE: Nov. 24 - Dec. 23, 2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Drive through holiday light tour at Lincoln Park to benefit the zoo;
Use of equipment, labor, cabin 1 and cabin 2; placement of advertising signs in City ROWs

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	5713
RECREATION	
STREETS	6345
TOTAL	12058

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	350
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	350
 GRAND TOTAL	 12408

COMMITTEE CONCERNS:

Exclusive use of cabin 1 & 2 for an extended period of time.

COMMITTEE DECISION:

APPROVE

DENY

[Handwritten signatures and initials under APPROVE]

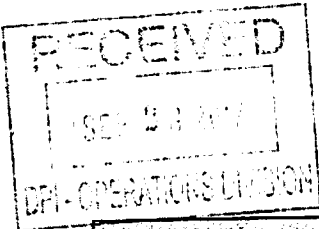


COUNCIL ACTION REQUIRED:

Approval of advertising signs in City right-of-ways

ITEMS TO INCLUDE IN LETTER:

*that must go east of the entrance to the
graveyard parking lot.*



City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

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: lights in Lincoln Park including Set up
- 2. Date of Event: _____ If multiple days, Start Date: 11/9/17 End Date: 12/30/17
Include dates and times needed for setup and take down / cleanup.
- 3. Time Event will Begin Setup: 4:30 AM/PM Actual Start Time: 5:00 AM/PM Finish Time: 8:00 AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:

Lincoln Park Zoological Society
Name of organization responsible for event

Doug Koch / Jane Winans Telephone # PRIOR TO event () 242 6645
Name (first, middle, and last) of event organizer

Doug Telephone # DURING event () 918-8404
Contact name DURING event (if different) DOUG

Lincoln Park Zoo
Street Address

Manitowoc, WI 54220 E-mail address manitowoc LP2S@gmail.com
City, State, Zip of event organizer

Is the sponsoring organization a 501(c)(3) organization? Yes No Dougodele7915@att.net

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.

Lights in Lincoln Park. Same place. Same route.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? Lincoln 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): _____

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? 2,000

How many vendors will be at your event? 6 How many vehicles? 1,000

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

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 - cookies + cocoa
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: _____

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: _____

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 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	_____	X	\$3.00	=	_____	Flashers _____
3'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
8'	<u>5</u>	X	<u>50</u>	X	\$4.00	=	_____	
Rail type-long	_____	X	_____	X	\$2.00	=	_____	
Rail type-short	_____	X	_____	X	\$2.00	=	_____	
Channelizer Drums	_____	X	_____	X	\$3.00	=	_____	
Cones								
18"	_____	X	_____	X	\$1.50	=	_____	
28"	<u>30</u>	X	<u>50</u>	X	\$1.50	=	_____	
Safety vests	_____	X	_____	X	No charge	=	No Charge	
Snow fence								
Rolls	_____	X	_____	X	\$4.00	=	_____	
Posts	_____	X	_____	X	No Charge	=	No Charge	
Post driver/pounder	_____	X	_____	X	No Charge	=	No Charge	
Traffic signs	_____	X	_____	X	\$2.00	=	_____	Description _____
	_____	X	_____	X	\$2.00	=	_____	Description _____
	_____	X	_____	X	\$2.00	=	_____	Description _____
Traffic signs (Portable)	_____	X	_____	X	\$3.00	=	_____	Description _____
	_____	X	_____	X	\$3.00	=	_____	Description _____
	_____	X	_____	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	_____	X	\$5.00	=	_____	
Park benches	_____	X	_____	X	\$7.00	=	_____	
Picnic tables	_____	X	_____	X	\$7.00	=	_____	
Risers, platform	_____	X	_____	X	\$15.00	=	_____	Description _____
Security stanchions	_____	X	_____	X	\$ 5.00	=	_____	
Tent, 10'x10'	_____	X	_____	X	\$30.00	=	_____	
Tent, 10'x20'	_____	X	_____	X	\$35.00	=	_____	
Ticket booths, outdoor	_____	X	_____	X	\$15.00	=	_____	
Trash cans	_____	X	_____	X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***	_____	X	_____	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:

 Name of Security Coordinator

() _____ - _____
 Phone # before event

() _____ - _____
 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):

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

Yes No \$5 per car \$40 per bus
 If yes, explain and list specific charges

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

\$20,000 - improvements to Lights + Upgrade to Zoo

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 ____/____/____

Signature of Applicant: _____

Date: _____

2017 LIGHTS IN LINCOLN PARK INSTRUCTIONS

MATERIAL NEEDS: (30) 28" Orange Cones and (5) six foot barricades

LABOR RELATED NEEDS:

1. Place large road show signs on boulevard by Nov. 14th.
2. Put up 16 shooting stars any time after 11: 00 A.M. on Thursday, Nov. 9th. Stars must be in place by Nov. 14th.
3. Move warming hut to zoo entrance sign (near field house) any time after 11:00 A.M. on Thursday, Nov. 9th. Hut must be in place by Nov. 14th.
4. Deliver barricades and orange cones by Nov 14th to locations shown on attached map.

Please call Doug Koch at (920) 918-8404 if you have any questions.

Thank you,

Doug Koch

NORTH ROAD

② 6' barricaudes

28" cones
⑤

WEST ROAD

28" cones
⑥

28" cones
⑦

MIDDLE ROAD

28" cones
⑤

SOUTH ROAD

② 6' barricaudes

28" cones
④

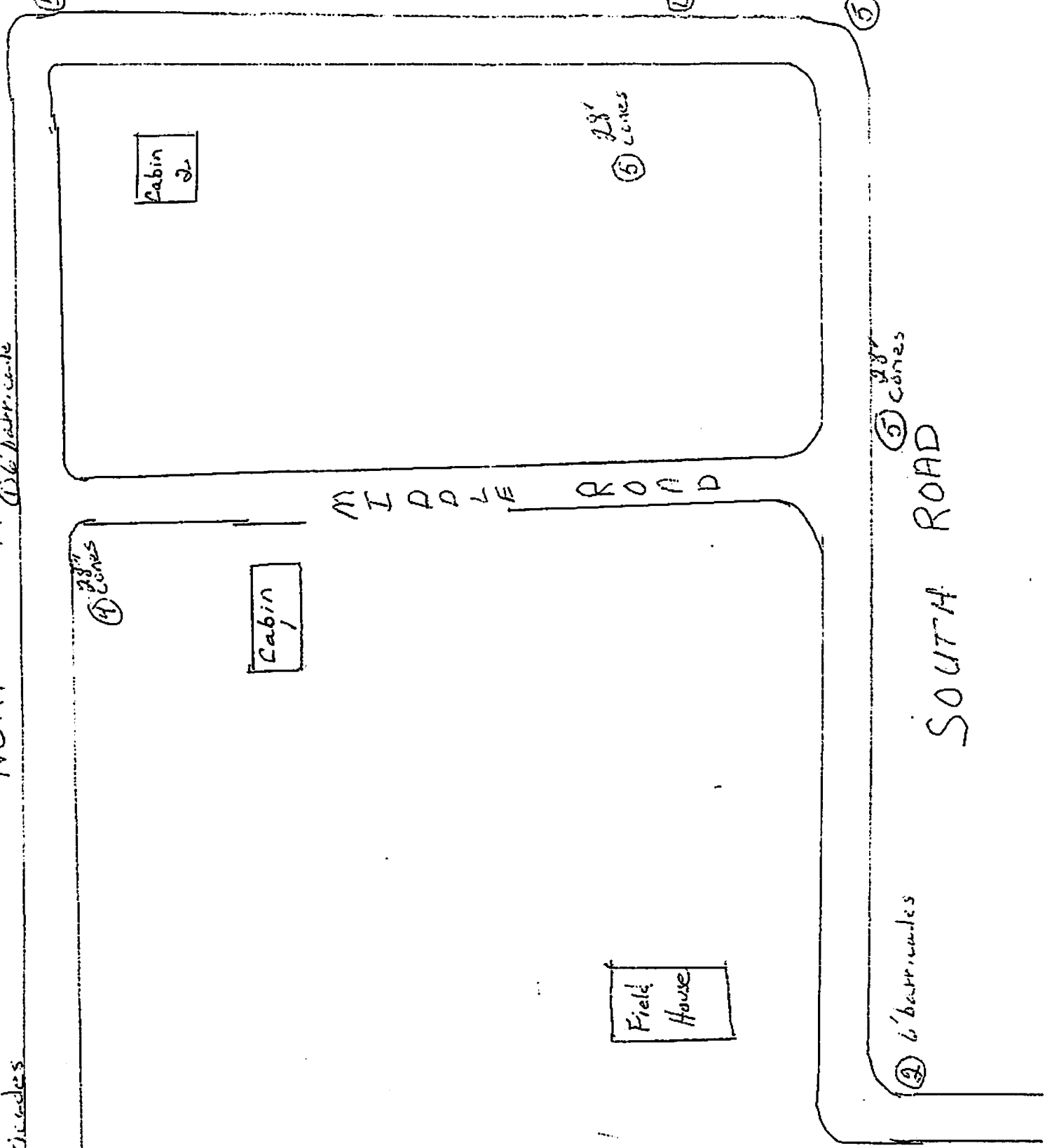
Cabin 2

28" cones
⑤

Cabin 1

Field House

HUT



Hi Denise - Please give this to Sindi

Lights in Lincoln Park Sign Placement by the City

Whenever possible, please place under a light for night time exposure. If these are not current locations, please email changes to Jane -manitowoclpzs@gmail.com or call 242-6645

4x4 double sided	8th Street near ball diamond at Lincoln Park -by light
4x4 double sided	Waldo Zoo Entrance
4x4 double sided	West side of 11th and Waldo in median
4x4 double sided	West side of 18h and Waldo in median
4x4 double sided	Dewey Street Park under light by street
4x4 single sided	Farmer's market corner
4x4 single sided	Near Riverview somewhere (we had a duplicate for Petroski)
4x4 single sided	Super 8 -4004 Calument Ave - sara
4x4 single sided	Tourist bureau - facing west to catch traffic coming intot the city
4x4 single sided	Gas station near DQ/Maritime - facing TR
4x8 double sided	Median on rapids - BEST LIGHT possible
4x8 single sided	Petroski - near rummles/walmart in front of meatal box near street
4x8 single sided	Formerly Red Arrow Waldo - angle for best visibility

Sandy Ronski

From: Chad Scheinoha
Sent: Monday, October 02, 2017 9:50 AM
To: Sandy Ronski
Subject: FW:

Do you have this and are you making a work order? Can you also forward to me?

Thanks

Chad J. Scheinoha

City of Manitowoc, Dept. of Public Infrastructure
(Park, Cemetery, Lift Bridge and Electrical Operations)
Mobile (920)374-0402
Office (920)686-6512
www.manitowoc.org

From: Douglas Koch [<mailto:dougadele7915@att.net>]
Sent: Monday, October 02, 2017 8:47 AM
To: Chad Scheinoha
Subject:

Hi Chad,

I guess it's that time of year again for Lights in Lincoln Park! Last week Sandy Ronski should have received a list of our needs for the light show, as well as a time frame for them. I had asked that they be forwarded to you, did you receive them? If you have any questions please give me a call at 920-918-8404.

New changes/additions to the show this year will be:

1. Instead of turning and going past cabin1 we'll go straight to North 8th St.
2. We have ordered 4 new displays.
3. On Dec. 30th we're going to hold a walk/run event.

Thanks again for all your help with this event.

Doug Koch

Lights in Lincoln Park

Open Thursdays through Saturdays

November 24 - December 23, 2017

5pm to 8pm each night.

Starting your holidays off to a twinkly bright start with a drive-thru tour of holiday wonder!

Visit Santa at Cabin #2 on Nov. 24th, Dec 1, 8, 15 & 22nd.

****NEW FOR 2017****

Holiday Lights 1 & 2 Mile Walk/Run

Saturday, December 30th at 4:30pm

Join us for a fun walk/run through the Lincoln Park Lights. What a great way to view the beautiful lights through the park! Walk at your leisure or make it more challenging with a little running. All proceeds benefit zoo educational programs and enhancements.

Registration Fee: \$15 per person | \$30 Family

Price includes a hat (2 hats max. per family).

Pre-registration Deadline: Dec. 20th to guarantee hat.

Late registration & Packet pickup 2pm - 4pm on Saturday, Dec. 30th.

*Additional registration details coming soon!

BECOME A SPONSOR

Lights in Lincoln Park Drive-thru light show! Capture the Wonder!

Sponsorship Opportunities. Five levels to choose from.

Click the link for full details: [Lights Sponsorship](#)