

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/15/2016

EVENT NAME: Lights in Lincoln Park

ORGANIZER: Lincoln Park Zoological Society - Kelly Vanderstelt

EVENT DATE: 11/25 - 12/25/16

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Light show inside Lincoln Park to benefit the Lincoln Park Zoo.
Use of equipment, labor, & facilities.
Placement of advertising signs in City ROWs.

ESTIMATED CITY COSTS:

STREETS	2580.4
PARKS	5407
RECREATION	
FIRE	0
POLICE	0
TOTAL	7987.4

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS: Exclusive use of cabin 1 11/10/16 to 1/7/17 and cabin 2 on Wed. thru Sat. 11/25/16 to 12/25/16. Possible extension to 12/27/16.

COMMITTEE DECISION:

Place on non-consent agenda, due to total costs + ROW request

APPROVE

DENY

Scott J. Sinterhand
Todd A.
[Signature]
[Signature]

COUNCIL ACTION REQUIRED:

Approval of advertising signs in City ROWs.

ITEMS TO INCLUDE IN LETTER:

SPECIAL EVENTS APPLICATION FORM

NOTICE: This application must be on file in the City Clerk's Office a minimum of 30 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.

1. Name/Description of Event: Lights in Lincoln Park
2. Date of Event: 11, 25, 16 If multiple days, Start Date: 11, 25, 16 End Date: 12, 25, 16
3. Time Event will start to form: 4 AM/PM Actual Start Time: 5 AM/PM Finish Time: 8 AM/PM
4. Name and complete address of Organization/Individual organizing the Event:

Lincoln Park Zoological Society
Name of organization, if applicable

Telephone # (920) 629 4684

Kelly Vanderstelt / Betsy Winga
Name (first, middle, and last) of individual organizing the Event

Business # ()
(if applicable)

P.O. Box 321
Street Address

Date of Birth 10, 07, 72
of organizing individual

Manitowoc, WI 54220
City, State, ZIP

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

5. Email address of organizer: manitowoclpzs@gmail.com

6. Location of the Event: Please attach a detailed map or diagram of your event. Also, please indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used.

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

Have you reserved the park for this purpose? Yes No If no, please contact the Parks Department at (920) 686-3580.

Does the event require streets to be closed? Yes No If yes, which street(s): We will modify the Zoo/park streets with cones to direct traffic through the show.

Will the event be held indoors? Yes No If yes, what building? Cabin 1 needed 11/10/16 through 11/17
Building Name & Street Address

7. Tell us about your Event:

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. Through Dec. 27

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

What is the estimated attendance at your event, including observers? 300 people on Santa Nights (Fridays)

How many vendors will be at your event? 0 How many vehicles? 3,000+ cars

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

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

For help defining your parking, clean-up, and barricade needs, please contact the Department of Public Works at (920) 686-6550.

Doug will supply a work order for Light Show needs.

Will a tent or any other temporary structures be erected? Yes No

Will any fireworks or pyrotechnic devices be used during the event? Yes No
Contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

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: _____

Cabin 1 restrooms

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.

8. 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 to the City Clerk's Office at least 10 days before your event.

Designated contact person for the event:

Doug Koch
Name of Day of coordinator

920, 684-7915
Phone # before event

920, 629-4684
Phone # the day of the event

Is security needed for this event? Yes No

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

9. **Fees & Reimbursement:** The standard fees for equipment rental and licenses will apply. The City may also require reimbursement for extraordinary expenses for your event. To request a waiver of the extraordinary expenses, please submit a letter detailing your request.

10. 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, liquor licenses, tent 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.

Signature of Applicant: Kelly Jo Vanderstelt

Date: 1/22/16

COMMITTEE RECOMMENDATION: _____ DATE: _____

COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No

Sandy Ronski

From: Justin & Betsy Winga <jbwinga@hotmail.com>
Sent: Wednesday, February 03, 2016 10:44 AM
To: Sandy Ronski
Subject: FW: 2016 Dates for Lights in Lincoln Park

Hi Sandy,

Doug Koch had sharp eyes when looking at this. So...

We need Cabin 1 from 11/10/16 - 1/7/17.

We need Cabin 2 to not be rented out Wed - Sat nights, 11/25 - 12/25, and can you also reserve it please for 12/26 and 12/27, just in case we decide to extend the show?

thanks,
Betsy

Date: Wed, 3 Feb 2016 16:40:19 +0000
From: dougadele7915@att.net
To: jbwinga@hotmail.com; manitowoclpzs@gmail.com
Subject: Re: 2016 Dates for Lights in Lincoln Park

Having read the above letter to Sandy I noticed that you are requesting cabin 1 through Jan 27. The last date that we'd need it is 1-7-17 for take down. Why are we asking for an extra 20 days? In addition we may want to extend the show a day or two after Christmas. I would think that we'd want to reserve those dates just in case we do.

Doug

On Wednesday, February 3, 2016 10:05 AM, Justin & Betsy Winga <jbwinga@hotmail.com> wrote:

Hi Sandi---

Sorry that it took me a bit to get back to you. Here is what we decided for the cabins for the Lights show, 2016.

Cabin 1: we are going to have everything located here. Therefore, we would like to request that it NOT be rented out, even on non-show nights - from 11/10/16 - 1/27/17.

Cabin 2: we are not going to be using this at all. We cannot have it rented out on show nights, but the other nights/days are just fine to have it rented. Therefore, we would request that you NOT rent it out on Wed - Sat nights from 11/25 - 12/25.

I know that there was a family that rents out cabins every year for Thanksgiving - we certainly don't have a problem with this. And, if Cabin 2 is already reserved for another party on Thanksgiving day, we would be ok with that particular group (the same group that had Cabin 1 for Thanksgiving in 2015) using Cabin 1 again. They were very respectful of our stuff. We would PREFER that they're in Cabin 2 if it's available.

Please let me know if you have any questions.

Thanks!
Betsy Winga

From: sronski@manitowoc.org
To: jbwinga@hotmail.com; manitowoclpzs@gmail.com
CC: dougadele7915@att.net; jpbaetke@tm.net; cscheinoha@manitowoc.org;
kdorow@manitowoc.org; sreilly@manitowoc.org; dlarson@manitowoc.org
Subject: RE: 2016 Dates for Lights in Lincoln Park
Date: Mon, 18 Jan 2016 15:57:16 +0000

FYI – The Izaak Walton League informed us on Friday that they will not need cabin 1 in 2016 due to low membership, so they will not be using the cabin on Dec. 8th as I previously indicated.

Sandy Ronski
Operations Clerk II
Cemetery, Parks, Transit, and Streets & Sanitation Divisions
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
Phone: 920-686-6518
Fax: 920-686-6525
www.manitowoc.org

From: Sandy Ronski
Sent: Wednesday, January 06, 2016 8:34 AM
To: 'Justin & Betsy Winga'; Kelly Vanderstelt
Cc: Doug Koch; Jan Baetke; Chad Scheinoha; Karen Dorow; Sue Reilly; Denise Larson
Subject: RE: 2016 Dates for Lights in Lincoln Park

That should be fine.

Thank you,

Sandy Ronski
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Manitowoc, WI 54220
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From: Justin & Betsy Winga [<mailto:ibwinga@hotmail.com>]
Sent: Wednesday, January 06, 2016 8:32 AM
To: Sandy Ronski; Kelly Vanderstelt
Cc: Doug Koch; Jan Baetke; Chad Scheinoha; Karen Dorow; Sue Reilly; Denise Larson
Subject: RE: 2016 Dates for Lights in Lincoln Park

Can we discuss it at our board meeting in 2 weeks and get back to you then?

Betsy

From: sronski@manitowoc.org
To: manitowoclpzs@gmail.com
CC: dougadele7915@att.net; jbaetke@tm.net; ibwinga@hotmail.com; cscheinoha@manitowoc.org; kdorow@manitowoc.org; sreilly@manitowoc.org; dlarson@manitowoc.org
Subject: RE: 2016 Dates for Lights in Lincoln Park
Date: Tue, 5 Jan 2016 21:14:37 +0000
Thank you for getting back to me with the dates.

As far as cabin 1 goes, the reason there were rentals in the middle of the event this year was because the Zoological Society changed their plans for the light event after the cabin had already been rented to a few members of the public. This year, that won't be an issue as we knew ahead of time what your general plans were. The only "rental" during that time is for the Izaak Walton meeting on 12/8, which is given priority.

I currently have cabin 2 reserved for you from November 25th through December 27th as requested. We would like to be able to rent it out to private parties each week from Sunday through Tuesday, if you think that will not interfere with your setup. Please confirm whether or not this is acceptable.

Thank you,

Sandy Ronski
Operations Clerk II
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Manitowoc, WI 54220
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920-686-6525 fax
www.manitowoc.org

From: Lincoln Park Zoological Society [<mailto:manitowoclpzs@gmail.com>]
Sent: Friday, December 18, 2015 9:58 AM
To: Sandy Ronski
Cc: Doug Koch; Jan & Patti; Betsy Winga
Subject: 2016 Dates for Lights in Lincoln Park

Dear Sandy,

We would like to request the following dates for the use of Lincoln Park for our 2016 Lights show:

- 1) We would like to reserved the Park in general from November 10 through January 7.
- 2) We would like to reserved Cabin 1 from November 10 through January 7.

Cabin 1 will be used as our main base of operations for volunteer lunches, set-up, take-down and storage of active show needs, as well as being used again as our Friday Night Santa Cabin. Therefore, we request that the city NOT rent this cabin out to any private parties that will not accept the fact that the cabin is decorated for our event and the kitchen is equipped with candy canes and coffee pots, etc. We will NOT be able to clear out the cabin at the last minute like we did this year. That was a stressful situation for our volunteer cabin host, to say the least! (Clear exceptions are the family that traditionally uses Cabin 1 on Thanksgiving – they were cooperative and actually thanked us for the festive decorations -- and the Isaac Walton group).

3) We would like to reserve **Cabin 2** from **November 25 through December 27**. (During show nights, Wednesday through Saturdays, it would be best for safety considerations that this cabin not be rented out to private parties).

Very soon after the holidays, I will fill out the appropriate formal paperwork request and submit it for city approval.

Thanks for your assistance. Merry Christmas!!

Kelly Jo Vanderstelt
Project & Event Coordinator
Lincoln Park Zoological Society
920.629.4684

Best. Little. Zoo.

Deborah Neuser

From: Sandy Ronski
Sent: Wednesday, February 03, 2016 2:09 PM
To: SpecialEvents
Subject: Dept. Recommendation Form - Lights in Lincoln Park 11/25/16 to 12/25/16
Attachments: Dept Recommendation Form - Lights in Lincoln Park.pdf; Lights in Lincoln Park 11-25-16 to 12-25-16.pdf

Note that they are planning to run the event on Wednesdays through Saturdays from 11/25/16 to 12/25/16, but they may extend it to 12/27/16. They are requesting use of cabin 1 from 11/10/16 to 1/7/17 (includes set up & take down) and cabin 2 on Wed. – Sat. nights from 11/25/16 to 12/25/16 & possibly 12/26 & 27. This is a change from last year in that the Parks Division will now be able to rent out cabin 2 on Sundays through Tuesdays, whereas in 2015, cabin 2 was booked for the Zoological Society from the beginning to the end of the event.

Sandy Ronski
Operations Clerk II
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