

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/7/2020

EVENT NAME: Lights in Lincoln Park

ORGANIZER: Lincoln Park Zoological Society - Doug Koch & Thomas Kocourek

E-MAIL ADDRESS: newglsf@charter.net

EVENT DATE: 11/27/20-12/30/20

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Drive through holiday light tour at Lincoln Park to benefit the zoo; use of equipment, labor, electricity; use of cabin 1 for setup & tear down; cabins 1 & 2 not to be rented out on event dates

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

<p>Todd Blaser /SR Steve Corbeille /SR Jason Freiboth /SR Dan Koski /SR Liz Majerus /SR</p>	
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COUNCIL ACTION REQUIRED:

Approval of advertising signs in City right-of-ways

ITEMS TO INCLUDE IN LETTER:

1) For the Walk/Run, please be considerate to the zoo animals. Keep noise levels down, & direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat. 2) When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event. 3) For the Walk/Run, organizer is encouraged to make public service announcements regarding social distancing & hand washing, etc.

11/15/20

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"

2. Date of Event: 11/27/2020 If multiple days, Start Date: 11/27/2020 End Date: 12/30/2020
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 10:00 am AM/PM Actual Start Time: 5:00 pm AM/PM Finish Time: 8:00 pm 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 Telephone # PRIOR TO event (920 918 8404)
Name (first, middle, and last) of event organizer
Thomas H. Kocourek Telephone # DURING event (920 323 5215)
Contact name DURING event (if different)
1601 Shoto Road
Street Address
Two Rivers, WI 54241 E-mail address newglsf@charter.net
City, State, Zip of event organizer

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

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.**

The 2020 "Lights in Lincoln Park" is our 9th annual event organized and run for the enjoyment of the community. Funds from the event benefit the Lincoln Park Zoo. Attendees view the light show from their vehicles. Attendees will enter the "Light in Lincoln Park" light show off the North end of Lincoln Blvd., drive through the light show in the park, and exit onto North 8th street. A map is included with this application for greater detail.

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

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

We will need cabin 1 for set-up volunteers on Nov. 12th, 13th, & 14th and use of the entire park during show times.

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

A/N
5074

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? 9000 people over 22 days

How many vendors will be at your event? None How many vehicles? 3000 vehicles over 22 days

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
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: _____

Electric outlets in the park installed by the Zoological Society for the light show.

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:

Public toilets at cabin 1 for volunteers

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:

Barricades & Traffic Cones should be delivered to Lincoln Park by 11-23-20. See the attached location list for more detail.

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*	Cost/Day	Total	
Barricades		X				
2'		X		\$3.00	=	Flashers _____
3'		X		\$3.00	=	Flashers _____
8'	5	X	26	\$4.00	=	520
Rail type-long		X		\$2.00	=	
Rail type-short		X		\$2.00	=	
Channelizer Drums		X		\$3.00	=	
Cones						
18"		X		\$1.50	=	
28"	34	X	26	\$1.50	=	1326
Safety vests		X		No charge	=	No Charge
Snow fence						
Rolls		X		\$4.00	=	
Posts		X		No Charge	=	No Charge
Post driver/pounder		X		No Charge	=	No Charge
Traffic signs		X		\$2.00	=	Description _____
		X		\$2.00	=	Description _____
		X		\$2.00	=	Description _____
Traffic signs (Portable)		X		\$3.00	=	Description _____
		X		\$3.00	=	Description _____
		X		\$3.00	=	Description _____
Other (list items and amounts)		X		\$3.00	=	Description _____

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'		X		\$5.00	=	
Park benches		X		\$7.00	=	
Picnic tables		X		\$7.00	=	
Risers, platform		X		\$15.00	=	Description _____
Security stanchions		X		\$ 5.00	=	
Tent, 10'x10'		X		\$30.00	=	
Tent, 10'x20'		X		\$35.00	=	
Ticket booths, outdoor		X		\$15.00	=	
Trash cans		X		No Charge	=	No Charge
Wenger portable bandwagon, 35x8***		X		\$240.00	=	

Other (list items and amounts): Zoo Society is requesting a waiver of all cost as event proceeds will benefit the Lincoln Park Zoo.

TOTAL RENTAL CHARGES 1846

*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:

Tom Kocourek
 Name of Security Coordinator

(920) 323 - 5215
 Phone # before event

(920) 323 - 5215
 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):

Request all fees to be waived as event benefits City Lincoln Park Zoo.

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

Yes No

If yes, explain and list specific charges

\$5 per car to drive through the light show or \$5 to walk through on the 30th of December.

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

\$28,000 revenue estimated to be used to support the City Zoo.

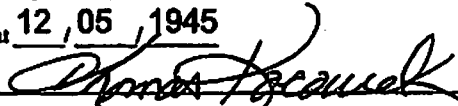
Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

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 12, 05, 1945

Signature of Applicant: 

Date: 10-05-2020

Barricade and Traffic Cone delivery locations for Lights in Lincoln Park 2020.

Lights in Lincoln Parks Light Show will run from Friday, November 27th through Wednesday, December 30th.

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 8th street entrance to Lincoln park.

1 barricade at the north entrance to cabin 1.

A total of 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.

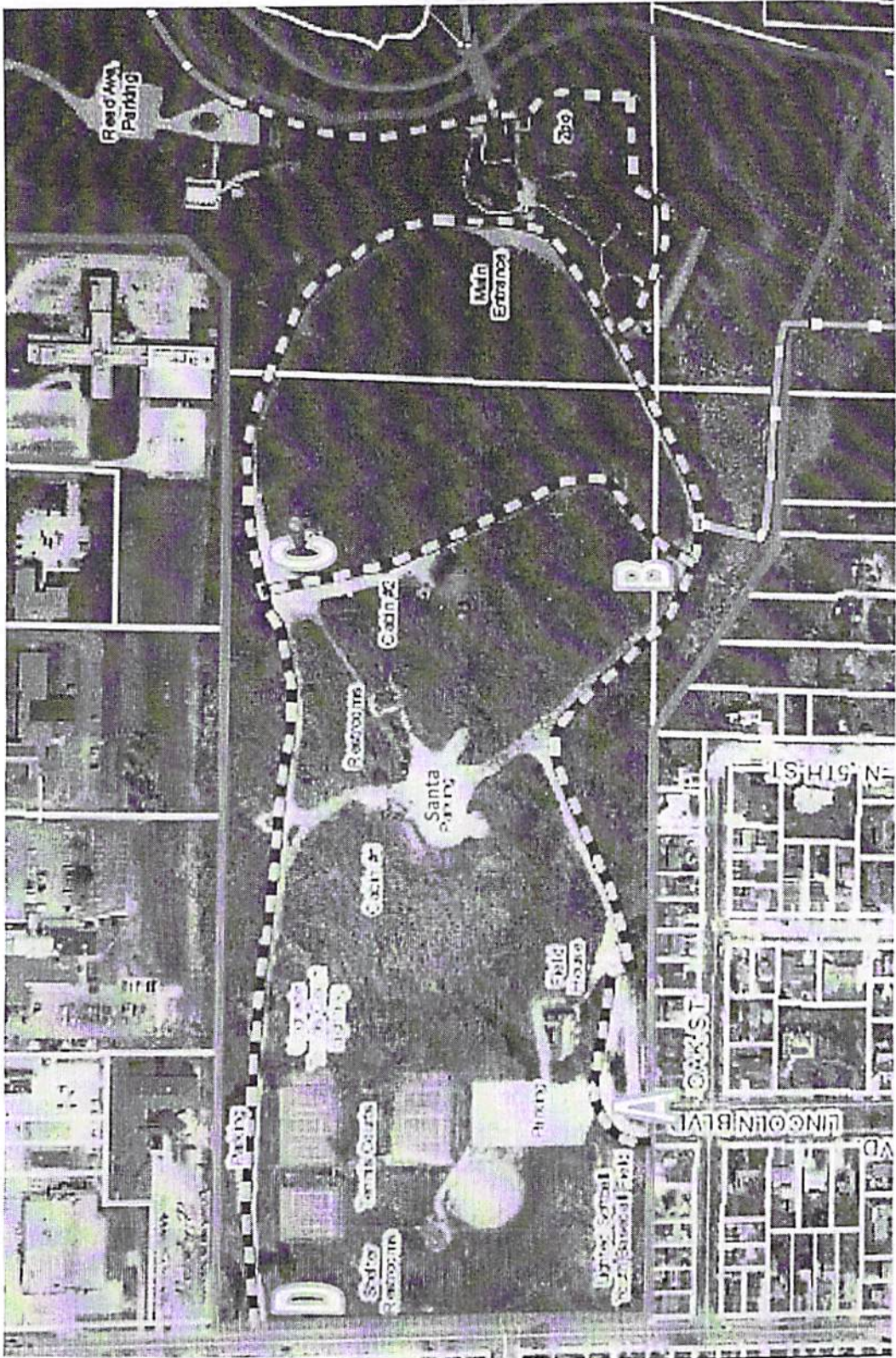
6 cones at the north park road and the playground area by cabin 2.

5 cones at the north park road and the north entrance to cabin 1.

4 cones at the 8th street entrance to Lincoln Park.

10 cones at the lights storage building.

Lights in Lincoln Park Event Map



Participants attending the light show would enter at the north end of Lincoln Blvd. (A) and proceed east to the Cabin 2 Road (B) then proceed north to cabin 2 (C) and finally proceed west to 8th Street (D).

Sandy Ronski

From: blitzfarmers@charter.net
Sent: Tuesday, October 6, 2020 12:15 PM
To: Sandy Ronski
Subject: RE: Lights event application

Hello Sandy,

To answer your questions:

1. The event will run only on Thursdays, Fridays, & Saturdays from November 27th through December 12th, then nightly from December 17th through December 29th as a drive through event. December 30th from 5pm to 8pm (walk through only) will be our Family Night Fun Walk.
2. There will be NO Santa this year due to the COVID 19 pandemic.
3. We will need Cabin 1 for setup on November 12th, 13th, & 14th.
4. We will need Cabin 1 on January 8th & 9th for teardown of the lights.
5. We should not need extra time for cabin cleanup.
6. During the actual show times we would like the cabins reserved for us so that traffic from potential renters would not interfere with traffic of attendees at the light show.
7. Yes, we will need the fieldhouse on December 30th. ~

I am not sure who is putting information on the City Website, but it is not coming from anyone on the Lights committee.

If you have other questions, please contact me.

Thanks much
Tom Kocourek
920-323-5215

From: Sandy Ronski <sronski@manitowoc.org>
Sent: Tuesday, October 6, 2020 11:12 AM
To: 'blitzfarmers@charter.net' <blitzfarmers@charter.net>
Subject: RE: Lights event application

Thank you, I did receive the application form. I would like to confirm some things.

According to the information on the Lincoln Park Zoo website, it appears the event will run only on Thursdays, Fridays, & Saturdays from November 27th to December 19th, then it will be nightly from December 20th to 29th. The website is showing that Santa will be in cabin 1 every Friday night for cookies & cocoa, and a walk/run will be held on Wednesday, December 30th from 5:00 p.m. to 8:00 p.m.

I have the following dates reserved:

- Cabin 1 – setup: Nov. 12-14 & Nov. 23-26 for decorating the cabin, event: every day Nov. 27-Dec. 30. Will you need extra dates for cleanup? I need to know when we can begin renting it out to the public again as the holidays are a popular rental time. Then, I have it reserved Friday, Jan. 8th & Saturday, Jan. 9th for teardown of the lights.
- Cabin 2 – event: Nov. 27th to Dec. 30th only on the dates that the light show is operating
- Fieldhouse – Dec. 30th only

If there are any changes, please let me know.

Thanks again,

Sandy Ronski
Operations Clerk II
Transit, Cemetery, & Parks
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

To receive notifications about City of Manitowoc topics that matter most to you (such as notices for cemetery cleanup dates, snow emergency parking bans, brush &/or leaf pickups, etc.), go to <http://www.manitowoc.org/list.aspx>. After you enter your e-mail address and/or phone number, scroll down to the News Flash section and click on either the envelope (to receive e-mails), the phone (to receive texts) or both.

From: blitzfarmers@charter.net [<mailto:blitzfarmers@charter.net>]
Sent: Monday, October 5, 2020 5:18 PM
To: Sandy Ronski
Subject: Lights event application

Hello Sandy,

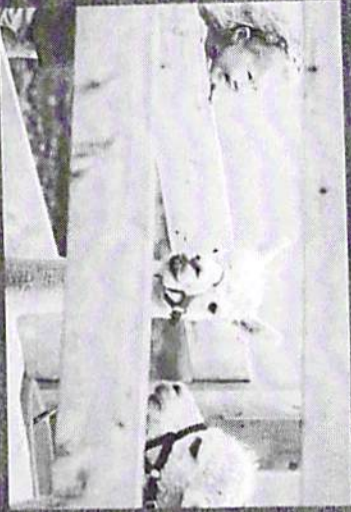
The events application form for the "Lights in Lincoln Park" is attached to this email. Please let me know that you received the application and also if you need anything else from our Lincoln Park Zoological Society.

Tom Kocourek
blitzfarmers@charter.net
newglsf@charter.net
920-323-5215



The Zoological Society expands the annual light show each year with more displays to brighten your holidays. Be sure to check out the new arrivals this coming 2020 season.

Donations and Zoological Society fundraisers are used to improve animal habitat and enhance viewing experiences for zoo visitors of all ages.



Tuesdays at 10 is a free educational opportunity for kids of all ages to learn about animals, fish, insects, reptiles and facts about the Lincoln Park Zoo.

The Lincoln Park Zoological Society
Thanks you for your generosity!



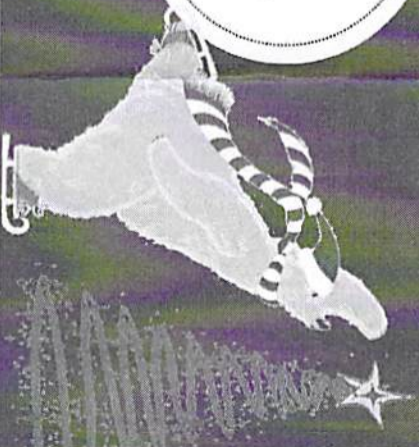
P.O. Box 321
Manitowoc, WI 54221-0321

manitowoc.org/lincolnparkzoo

2020

LIGHTS

9th Annual Drive-Thru Light Show



Sponsorship Opportunities

A fundraiser
Sponsored by



Sponsorship Opportunities

To confirm display availability
go to Manitowoc.org/766

- Lincoln Park Zoo/Manitowoc
- Special Events & Activities
- Lights in Lincoln Park

president.lpzs@gmail.com
(920) 686-3060

Benefits	Platinum Sponsor	Gold Sponsor	Silver Sponsor
Listed on a donor board at the zoo	X	X	
Weekly recognition on Facebook for duration of event	X	X	
Donor recognition sign near light display	X	X	
Name listed in the nightly event program	X	X	X



Monetary donation of \$1,000+
\$1500 Eastern Tiger Swallowtail
\$1250 Red Headed Woodpecker



Monetary donation of \$250-\$999
\$750 Animated Tiger
\$750 Animated Elephant
\$500 Fish of the Seven Seas
\$500 Snowflake Arch each (2)
\$500 Climbing Monkey
\$500 Hanging Monkey
\$500 Dolphin each (3)
\$500 Jumping Cougar
\$500 Wood Duck
\$450 Blue Heron
\$350 Animated Wolf
\$350 Prairie Dog each (2)
\$350 Standing Polar Bear
\$350 Christmas Tree each (8)
\$300 Whispering Pine Tree



Monetary donation of \$50-\$249
Name listed in the nightly event program

YES!

I want to support
Lights in Lincoln Park

Display deadline is November 2, 2020

Name: _____

Address: _____

City: _____ Zip: _____

e-mail: _____

Phone: _____

I would like to sponsor a Lights display.

Display name: _____

Display price: \$ _____

I would like to give a cash donation. \$ _____

My check is enclosed.

Please send me an invoice.

I would like to volunteer. Please contact me.

***How would you like to be listed in the program?

***For Gold & Platinum Sponsors: How would you like your sponsor sign to read?

Please mail completed form to:

Lincoln Park Zoological Society

P.O. Box 321, Manitowoc, WI 54221-0321

Thanks for your generosity!