

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/10/2022

EVENT NAME: Fall into the Zoo

ORGANIZER: Crossroads Church - Ann Altergott

E-MAIL ADDRESS: office@crossroadsmanitowoc.org

EVENT DATE: 9/17/2022

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Family fun activities provided for free by Crossroads Church at Lincoln Park Zoo. Expecting 300 people.

COMMITTEE CONCERNS: The party should be contained to the green space at the zoo, as this should not turn into a zoo event. Organizer needs to obtain permission and coordination from the zoo.

COMMITTEE DECISION:

APPROVE

DENY

APPROVE	DENY
Kim Lynch /ec Todd Blaser /ec Dan Koski /ec Erika Christel Curt Hall /ec	

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Crossroads Community Church
Name of Applicant Ann Altergott
Street Address 935 S 8th St Suite 105
Mailing Address _____
(If different)
City, State, Zip Manitowoc, WI 54220
Primary Phone (920) 663-2960
Cell Phone _____
Email office@crossroadsmanitowoc.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact Ann Altergott
On-Site Cell Phone # 920-905-0504
On-Site Security Contact Name _____
On-Site Security Contact Phone # _____

EVENT INFORMATION

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

Missing Map/Drawing



Fall into the Zoo is a FREE event for everyone. Our focus is to make the day a fun event for individuals and families to come and enjoy the zoo and add some additional fun throughout. We plan to serve some snacks and bottles of water at no charge as people enter. There will be a scavenger hunt that will lead them through the Zoo as they enjoy the animals and other amenities. There will be some games with trivia questions and prizes to giveaway. We will have games for younger kids as well as free face painting and/or temporary tattoos. We are also looking at having a bouncy house. We want people to come and enjoy the Zoo and bless people with a FREE family fun event.

Event Name Fall into the Zoo

Public Event YES NO

Location Lincoln Park Zoo

Estimated Total Attendance 300-400

Staging Area _____

Estimated Attendance _____
from outside City of Manitowoc

Event Website _____

Event Date(s) September 17, 2022

Event Start Time 1:00 AM PM

Event End Time 4:00 AM PM

Setup Date(s) 07/29/2022

Setup Start Time 11:30 AM PM

Teardown Date(s) 07/29/2022

Teardown End Time 4:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

- Facility Location Lincoln Park Zoo
- 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)
+ time(s)
- Timed Route
- Road Crossing
Describe where +
if 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 # 1
- Portable Restrooms # _____
- Signs/Banners # 15
- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # 2-3 Size TBD
- Other # _____ Describe _____

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 12:30 AM PM
- End Time 4:00 AM PM
- Type of Sound Christian Music/Radio

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.

DELIVERY DATE _____ TIME _____ AM PM LOCATION _____
PICKUP DATE _____ TIME _____ 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' _____
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" _____
- Cones – 28" reflective _____
- 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 75

Where do you plan to park vehicles _____

Are there any special parking considerations _____
(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 _____

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?

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 11 / 09 / 1983

Signature of Applicant: ann altergott Date: 7.29.22

E-MAIL

PRINT