

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 3/5/2025

**EVENT NAME:** Lincoln Park Zoo Snooze

**ORGANIZER:** Lincoln Park Zoological Society - Whitney Sonnenburg

**E-MAIL ADDRESS:** reynolds\_w\_10@hotmail.com

**EVENT DATE:** 8/10/2025

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Family-friendly tent sleepover at the zoo with an outdoor movie and roasting marshmallows. Used as a fundraiser for the Zoological Society. Families must register ahead of time.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Granted

**COMMITTEE DECISION:**

APPROVE	DENY
Brock Wetenkamp /ec Todd Blaser /ec Eric Nycz /ec	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

Please remind participants that dogs are not allowed in the Lincoln Park Zoo area.



# Special Event Application

Tuesday, February 25, 2025

## General Event Information

**Event name** Lincoln Park Zoo Snooze

**Location** Lincoln Park Zoo

**Date** Saturday, August 9, 2025

**End date if multiple day event and additional dates if applicable.** 8/10/25

**Event time** 3:00 PM - 9:00 AM

**Setup start time** Saturday, August 9, 2025 13:00

**Takedown end time** Sunday, August 10, 2025 08:00

## Applicant Information

**Name of Applicant** Whitney Sonnenburg

**Organization Name** Lincoln park zoological Society

**Address** 1215 N Eighth St  
Manitowoc, Wi, 54220

**Email** reynolds\_w\_10@hotmail.com

**Phone number** (920) 323-4617

**On-site contact & phone number** Whitney Sonnenburg 9203234717

**Security name & phone number** Na

### Event description

The zoology Society would like to host our second annual zoo snooze at Lincoln Park zoo. We will be offering the community to experience the zoo after hours and providing multiple activities and enrichment encounters. We would like to have a small fire to roast marshmallows and an outdoor movie. The community is required to sign up for a fee and bring their own tent. The society will set up campsites and event and cater food for supper and breakfast. Would like to discuss event tent or using education building to serve attendees food. This event will be a fundraiser for the zoological Society.

**Estimated total attendance** 50

**Est. attendance from outside Manitowoc** 4

## Event Features

Select all that apply to the event

Collecting monetary donations

Charging admission or registration

Accepting credit card sales/transactions

Expected revenue

5000

Revenue will be used for

Lincoln park zoo improvements

## Route & Road Usage

Road Closure

None

Road Crossing

Na

Where are cars parking?

Lincoln park zoo parking lot

Describe course markings and if this is a timed route

Na

## Event Structures

Select all that apply

Bounce House

Tent(s)

## Safety & Security

Describe any assistance needed from the Police Dept. and/or Fire Dept.

We would like to have a small camp fire to roast s'mores.

## Equipment & Facility Requests

Park and/or Athletic Field Request

Lincoln Park Zoo

Park or facility request not listed above:

Na

Do you need power or lighting?

Only what is offered at the zoo

Tables & seating

Banquet tables 8'x40'  $\frac{2}{\$7 \text{ max } 22}$

Benches 4'

Metal folding chairs

Picnic tables 6' 2  
\$6 max 20

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20' 1  
\$55 max. 2

Ticket booth

Trash barrels

**Estimated cost per day** 81

**Equipment will be dropped off at the discretion of DPI. Equipment request notes:**

We would like tables for event activities (6), food tables (2), picnic tables (2-4) for attendees to eat outside, fire pit, tent if can't use educational building, movie screen and projector, speakers. Drop off at zoo. Will need to close zoo for private event.

## Waiver of Fees

**Are you requesting a Waiver of Fees?** Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

**Why should this Waiver of Fees be granted?**  
We are a nonprofit focused supporting Lincoln park zoo

## Map

**Upload map and supporting documents**



Zoo\_Snooze.pdf

## Legal Notice and Submission

**Would you like to meet with the  
Special Event Committee to discuss  
your event?**

No

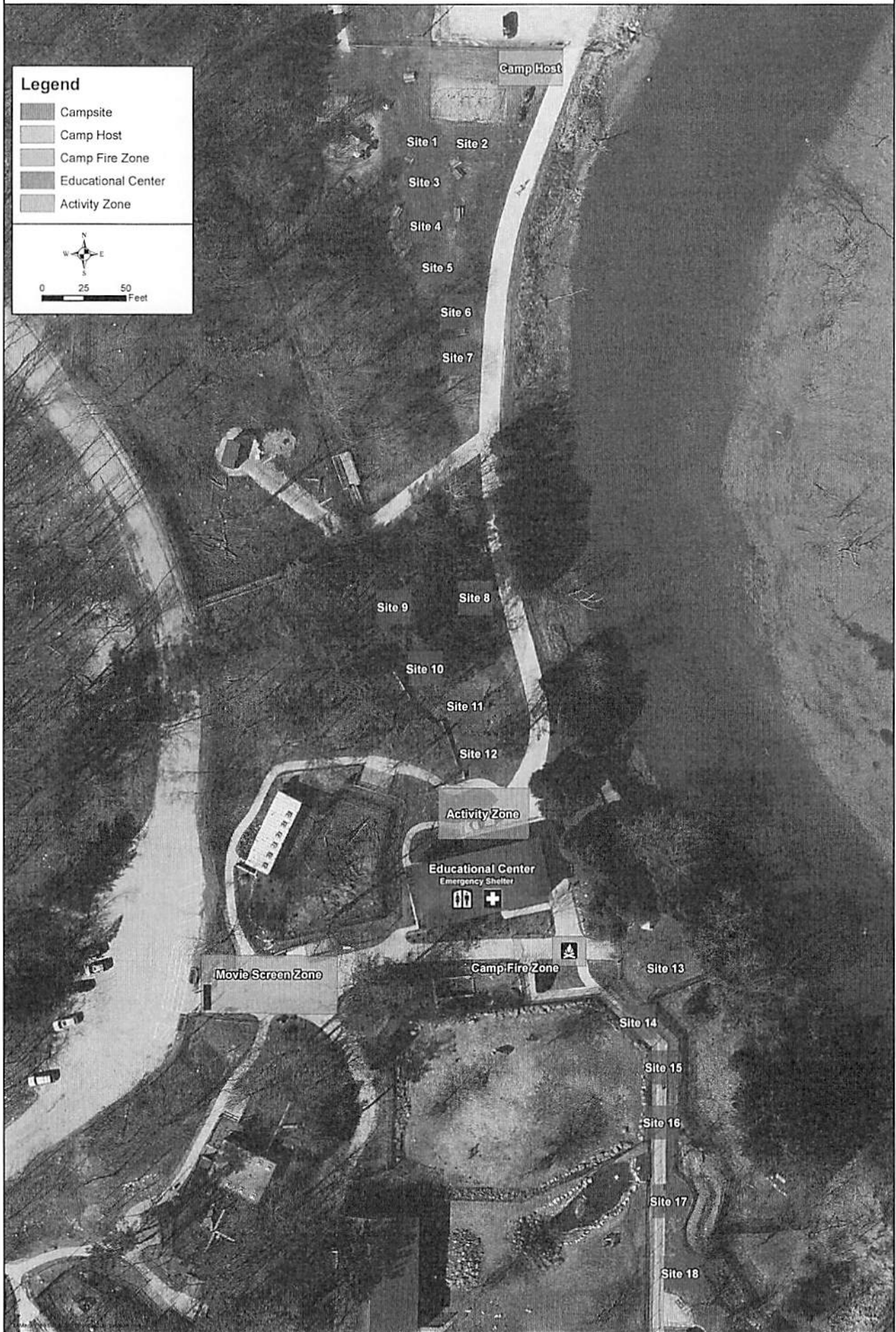
**Applicant date of birth**

Tuesday, February 25, 2025

**Sign**

Whitney Sonnenburg

# Zoo Snooze Layout



**Legend**

- Campsite
- Camp Host
- Camp Fire Zone
- Educational Center
- Activity Zone

0 25 50 Feet

Camp Host

Site 1 Site 2  
Site 3  
Site 4  
Site 5  
Site 6  
Site 7

Site 8  
Site 9  
Site 10  
Site 11  
Site 12

Activity Zone

Educational Center  
Emergency Shelter

Camp Fire Zone

Movie Screen Zone

Site 13

Site 14  
Site 15  
Site 16  
Site 17  
Site 18