

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/24/2018

EVENT NAME: Lights in Lincoln Park & Walk/Run

ORGANIZER: Lincoln Park Zoological Society - Doug Koch

EVENT DATE: 11/8/18-1/5/19

NEW OR RECURRING: Recurring

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

## ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	5713
RECREATION	
STREETS	6500
<b>TOTAL DEPT. COSTS</b>	<b>12213</b>

## ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	350
(if delivery requested)	
<b>WAIVED -ROOM TAX</b>	<b>12563</b>
NON-WAIV. STAKE PERMIT	

## COMMITTEE CONCERNS:

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

## COMMITTEE DECISION:

APPROVE

DENY

TMB  
[Signature]  
[Signature]  
[Signature]

## COUNCIL ACTION REQUIRED:

Approval of advertising signs in City right-of-ways

## ITEMS TO INCLUDE IN LETTER:

RECEIVED

DEC 13 2017

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.

- Name/Description of Event: Lights in Lincoln Park + Walk/Run Event
- Date of Event: 11 / 8 / 18 If multiple days, Start Date: 11 / 8 / 18 End Date: 11 / 5 / 19  
Include dates and times needed for setup and take down / cleanup.
- Time Event will Begin Setup: \_\_\_\_\_ AM/PM Actual Start Time: \_\_\_\_\_ AM/PM Finish Time: \_\_\_\_\_ AM/PM
- Name and Complete Address of Organization/Individual Organizing the Event:

Manitowoc Lincoln Park Zoological Society - Douglas C. Koch  
Name of organization responsible for event

Douglas C. Koch  
Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event ( 920 ) 684-7915

Telephone # DURING event ( ) -

Contact name DURING event (if different)

4904 River Heights Dr.  
Street Address

Manitowoc, WI 54220  
City, State, Zip

E-mail address dougadele7915@comcast.net  
of event organizer

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

- 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](http://www.manitowoc.org).

Lincoln Park

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

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

Cabin 1, 2 + Field House

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): Park Road

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? 10,000

How many vendors will be at your event? — How many vehicles? 3,000

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

*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:

will be determined closer to the event.

Please indicate the total number of items requested:

## Streets & Sanitation Division Equipment (686-3580):

	# Needed	# of Days*	Cost/Day	Total	
Barricades					
2'	<u>          </u>	X	X	\$3.00	=
3'	<u>          </u>	X	X	\$3.00	=
8'	<u>          </u>	X	X	\$4.00	=
Rail type-long	<u>          </u>	X	X	\$2.00	=
Rail type-short	<u>          </u>	X	X	\$2.00	=
Channelizer Drums	<u>          </u>	X	X	\$3.00	=
Cones					
18"	<u>          </u>	X	X	\$1.50	=
28"	<u>36</u>	X	X	\$1.50	=
Safety vests	<u>          </u>	X	X	No charge	= No Charge
Snow fence					
Rolls	<u>          </u>	X	X	\$4.00	=
Posts	<u>          </u>	X	X	No Charge	= No Charge
Post driver/pounder	<u>2</u>	X	X	No Charge	= No Charge
Traffic signs	<u>          </u>	X	X	\$2.00	=
	<u>          </u>	X	X	\$2.00	=
	<u>          </u>	X	X	\$2.00	=
Traffic signs (Portable)	<u>          </u>	X	X	\$3.00	=
	<u>          </u>	X	X	\$3.00	=
	<u>          </u>	X	X	\$3.00	=
Other (list items and amounts)	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

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

Banquet tables, 8'	<u>          </u>	X	X	\$5.00	=
Park benches	<u>          </u>	X	X	\$7.00	=
Picnic tables	<u>          </u>	X	X	\$7.00	=
Risers, platform	<u>          </u>	X	X	\$15.00	=
Security stanchions	<u>          </u>	X	X	\$ 5.00	=
Tent, 10'x10'	<u>          </u>	X	X	\$30.00	=
Tent, 10'x20'	<u>          </u>	X	X	\$35.00	=
Ticket booths, outdoor	<u>          </u>	X	X	\$15.00	=
Trash cans	<u>          </u>	X	X	No Charge	= No Charge
Wenger portable bandwagon, 35x8**	<u>          </u>	X	X	\$240.00	=
Other (list items and amounts)	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

## 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): All fees as profit of the event goes towards zoo improvements & animal enhancements

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

\$5.00 per car / display sponsorships

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

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.

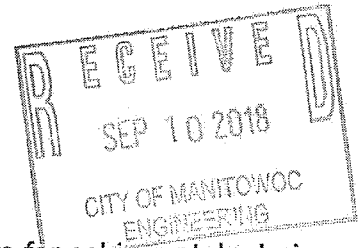
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the 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 7/10/38

Signature of Applicant: Douglas C. Koch

Date: 11-31-17

**From:** DOUGLAS KOCH [mailto:[douglas.koch@cityofmanitowoc.com](mailto:douglas.koch@cityofmanitowoc.com)]  
**Sent:** Sunday, December 03, 2017 6:25 PM  
**To:** Sandy Ronski  
**Subject:** [No Subject]



Hi Sandy,

Below are the dates that the Zoological Society would like to reserve for cabin rentals during the 2018 light show: Also, would you please send me the forms that I need to fill out for the use of Lincoln Park for the Lights in Lincoln Park event.

Thanks,  
Doug Koch

**CABIN ONE:**

Nov. 8, 9 & 10 for lights set up  
Nov. 21 through Dec. 30 for light show  
Jan. 4 & 5 for lights take down

**CABIN TWO:**

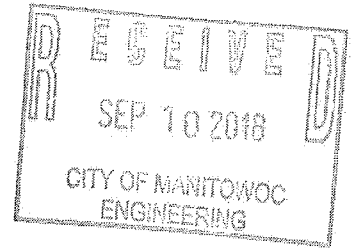
Nov. 23,24,29,30  
Dec. 1,6,7,8,13,14,15 and Dec. 20 through Dec 30 for light show.

**Field House:**

Dec. 30 for Walk/Run

- Special Event Guidelines - 05-2015.pdf (251 KB)
- Special events app form - 05-2015.pdf (92 KB)

## 2018 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. 14<sup>th</sup>.
2. Put up 16 shooting stars any time after 11: 00 A.M. on Thursday, Nov. 8<sup>th</sup>. Stars must be in place by Nov. 13<sup>th</sup>.
3. Move warming hut to zoo entrance (near field house) any time after 11:00 A.M. on Thursday, Nov. 8<sup>th</sup>. Hut must be in place by Nov. 13<sup>th</sup>.
4. Deliver barricades and orange cones by Nov 13<sup>th</sup> to locations shown on attached map.

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

Thank you,

Doug Koch



# 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 ~~John~~ <sup>Dan</sup> -manitowocpzs@gmail.com or call 242-6645 720-718-8404

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 Calumet Ave - sara

4x4 single sided

Tourist bureau - facing west to catch traffic coming into the city

4x4 single sided

Gas station near DQ/Maritime - facing TR

4x8 double sided

Median on rapids - BEST LIGHT possible

4x8 single sided

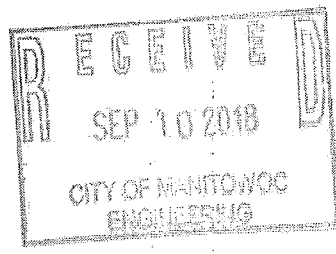
Petroski - near rummies/walmart in front of meatal box near street

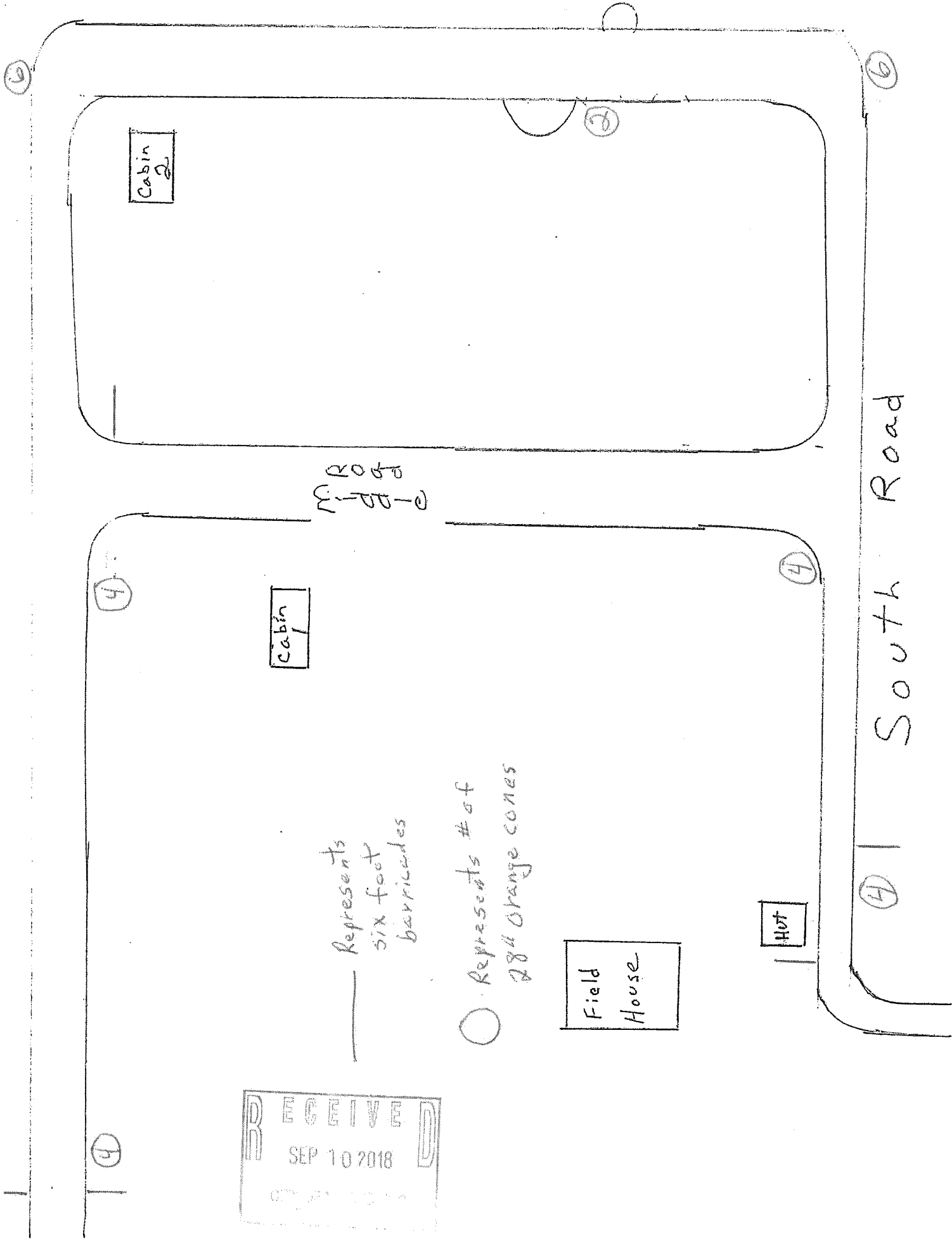
4x8 single sided

Formerly Red Arrow Waldo - angle for best visibility

NOTE:

Road signs should be placed by Nov. 14





Cabin 2

Cabin 1

Field House

Hot

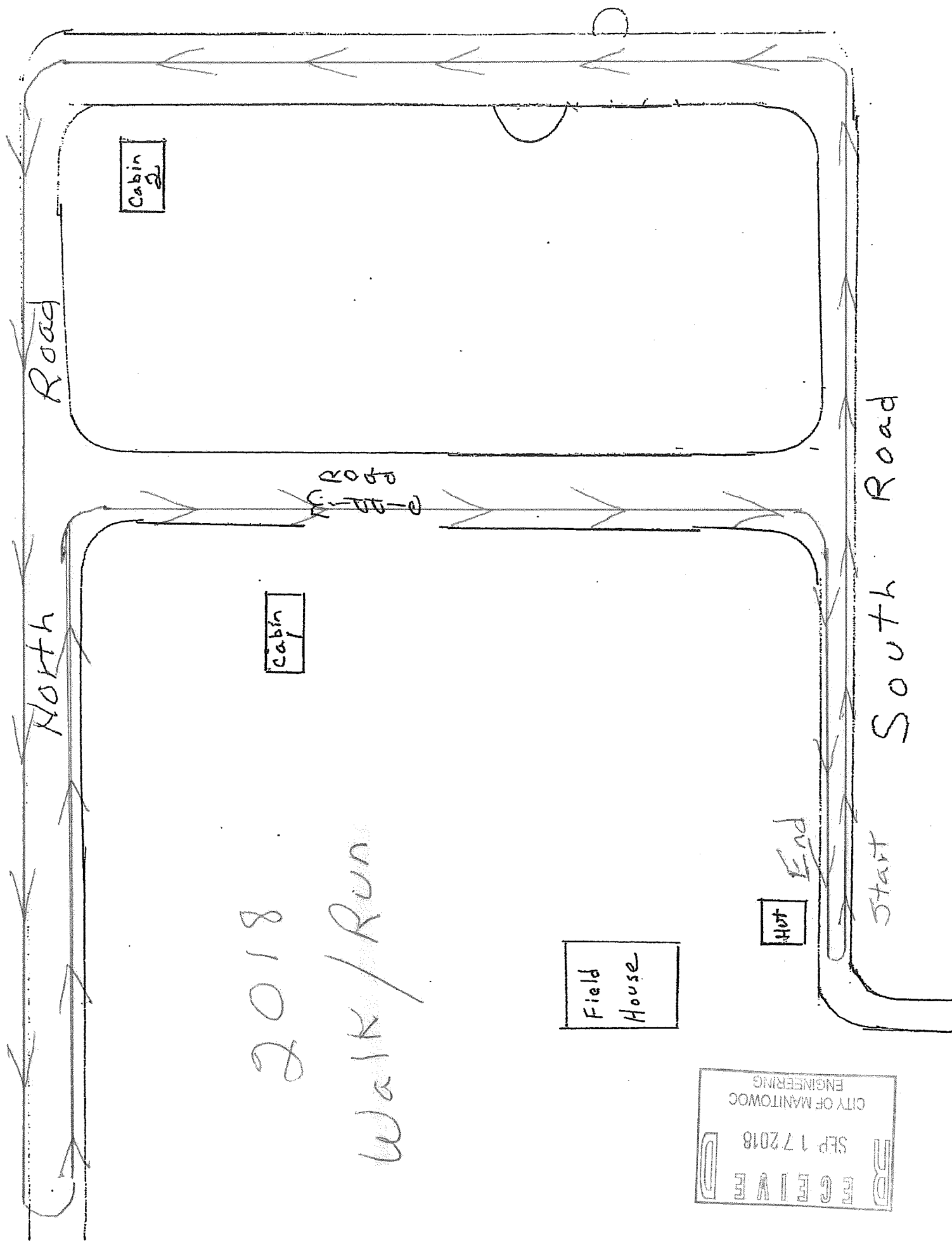
South Road

2050  
2-25-0

— Represents  
six foot  
barriers

○ Represents # of  
28" orange cones

RECEIVED  
SEP 10 2018  
CITY OF...



2018

Walk/Run

Field House

Cabin 1

Cabin 2

Hot

End

Start

South Road

North Road

RECEIVED  
SEP 17 2018  
CITY OF MANITOWOC  
ENGINEERING