

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/22/2021

EVENT NAME: Zoo Boo

ORGANIZER: City of Manitowoc Lincoln Park Zoo - Vicki Rathsack

E-MAIL ADDRESS: vrathsack@manitowoc.org

EVENT DATE: 10/30/2021

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Local organizations will be scattered throughout the zoo & will hand out treats; games, concessions, animal enrichment, & costume contest.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Shawn Alfred/sr
Todd Blaser/sr
Jason Freiboth/sr
Dan Koski/sr

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Lincoln Park Zoo
Name of Applicant Vicki Rath sack
Street Address 1215 N. 8th St
Mailing Address 1410 S. 21st St
(If different)
City, State, Zip Manitowoc WI 54220
Primary Phone 920-683-4685
Cell Phone 920-323-8308
Email vrathsack@manitowoc.org
Wisconsin Tax Exempt ☐

ON SITE CONTACT INFORMATION

During Event
On-Site Contact Vicki Rath sack
On-Site Cell Phone # 920-323-8308
On-Site Security Contact Name Vicki Rath sack
On-Site Security Contact Phone # 920-323-8308

EVENT INFORMATION

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

Missing Map/Drawing



Lincoln Park Zoo Boo will be held on Saturday, Oct 30 from 1-4pm. We will have games, concessions, animal enrichment, and costume contest. We may have local organizations scattered throughout the zoo handing out treats for the participants.

Event Name Zoo Boo

Public Event YES ☒ NO ☐

Location Lincoln Park Zoo

Estimated Total Attendance 800

Staging Area _____

Estimated Attendance 150
from outside City of Manitowoc

Event Website _____

Event Date(s) Oct. 30th

Event Start Time 1:00 AM ☐ PM ☒

Event End Time 4:00 AM ☐ PM ☒

Setup Date(s) Oct 1-Oct 30

Setup Start Time _____ AM ☐ PM ☐

Teardown Date(s) Nov 1-Nov 5

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

RECEIVED

SEP 17 2021

CITY OF MANITOWOC
ENGINEERING

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 _____

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 # _____
- ☐ Portable Restrooms # _____
- ☐ Signs/Banners # _____

EVENT FEATURES

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

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 _____

- ☐ Carnival Rides # _____
- ☐ Dumpster # _____
- ☐ Stage # _____
- ☒ Tent # 2 Size 10 x 20'
- ☐ Other # _____ Describe _____

SOUND

- ☐ Amplified Sound
- Start Time _____ AM PM
- End Time _____ AM PM
- Type of Sound _____

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 Oct 25-29 TIME 9-5 AM ☐ PM ☐ LOCATION Lincoln Park Zoo
PICKUP DATE Nov 1-5 TIME 7-3 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" 3
- ☐ 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' 2

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 _____

Set up tents in grass area where old pens used to be behind the main building. Tables to be placed near or under tents.

VEHICLES

Parking must be included on site map

Expected number of vehicles 200

Where do you plan to park vehicles park parking lot and roadway as well as reed ave entrance parking lot

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 / 10 / 1972

Signature of Applicant: Vicki Rathsack, Curator of Education & Special Events

Date: 9/17/21

E-MAIL

PRINT