



# CITY OF MANITOWOC

WISCONSIN, USA

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

March 14, 2024

Lincoln High School  
Attn: Jonathan Hoffman  
1433 S 8<sup>th</sup> Street  
Manitowoc, WI 54220

RE: Prom Bonfire – 5/16/2024

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on **March 13, 2024**, the Special Events Committee approved your request to hold the **Prom Bonfire** on **May 16, 2024**. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges.

The Committee has denied the request for Waiver of Fees, due to no applicable fees. Factors for consideration to waive fees include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts. The City of Manitowoc reserves the right to deny special events and requests for waived fees on a case-by-case basis. In October 2023, revisions to the Special Events Policy were approved at City Council.

Costs for Parks and Streets equipment and facilities will be invoiced after the Special Event. Questions regarding fees and reservations should be directed to [parkadmin@manitowoc.org](mailto:parkadmin@manitowoc.org).

Organizer is to call off bonfire should local or state laws have a restriction on controlled burns.

If you have any questions, please contact me at (920) 686-6950 or via email at [cityclerk@manitowoc.org](mailto:cityclerk@manitowoc.org).

Sincerely,

Mackenzie Reed  
City Clerk / Deputy Treasurer

MR/jls  
cc: Special Events Approval Group  
Enclosures



## Special Event Conditions

**INSURANCE:** At least 30 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with separate additional insured endorsement. Please fax to 920-686-6959 or e-mail to jswokowski@manitowoc.org. Special Events Insurance Requirements are also enclosed. *Insurance not provided within the required timeline may result in a fee of \$300.*

**CREDIT/DEBIT CARD PAYMENTS:** Vendors who accept payment card information (PCI) are required to provide evidence of Cyber Liability with a limit of \$1,000,000 per occurrence OR letter evidencing payment card information (PCI) compliance OR letter evidencing use of payment card information (PCI) compliant 3<sup>rd</sup> party vendor

**TAVERNS:** Please bring your tavern license to the City Clerk's office prior to your event to have the extended premises added to your license.

**BEER/WINE SALES:** A non-profit or bona fide club may apply in the City Clerk's Office in City Hall for a Temporary Class "B" license for the beer/wine stand. A licensed bartender must be at the premise at all times.

**FOOD:** Contact the County Health Department at 920-683-4155 to obtain information about a food license. Mobile food vendors (food trucks) must obtain a license from the City Clerk's office

**VENDORS:** All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.

**STAKES/BOUNCE HOUSES:** Event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground. Contact the Parks Division, 900 Quay St. at 920-686-3580 to obtain a stake permit and pay the \$50 stake permit fee. **Events with bounce houses require a stake permit.**

**EQUIPMENT:** For the use of the benches, trash barrels, etc., please contact the Parks Division at 920-686-3580.

**TRAFFIC CONTROL:** If you need to pickup traffic control items, please contact the Department of Public Works at 920-686-6550 prior to 2:30 P.M. between Monday and Friday.

**STREET CLOSURE:** In advance of your event, you are encouraged to notify the residences and/or businesses that may be affected by this street closure, in order to allow them time to make any arrangements.

**POLICE:** The telephone number to arrange for Manitowoc City Police Department assistance with your event is 920-686-6551.

**PARKING:** Unless special parking requests were approved, all parking regulations will be enforced.

**FIREWORKS:** Contact the Fire Department at 920-686-6540 to obtain a fireworks permit.

**LINCOLN PARK:** Please be considerate to the zoo animals. Keep noise levels down, and direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat.

**DOGS:** Please remind participants that dogs are not allowed in Citizen Park/Miracles Park/ Lincoln Park Zoo.

**TOILETS:** Based on estimated attendance, you should have \_\_\_\_ number of portable toilets.

**NOISE:** Waiver of the noise ordinance was approved from \_\_\_\_\_ to \_\_\_\_\_.

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 3/13/2024

**EVENT NAME:** Prom Bonfire

**ORGANIZER:** Lincoln High School - Jonathan Hoffman

**E-MAIL ADDRESS:** checkm@mpsd.school

**EVENT DATE:** 5/16/2024

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Bonfire on Red Arrow Beach with approx. 500 people to celebrate pre-prom festivities.

**COMMITTEE CONCERNS:**

Drought conditions may prevent a safe fire.

Not granted due to no

**WAIVER OF FEES:** applicable fees

**COMMITTEE DECISION:**

**APPROVE**

**DENY**

APPROVE	DENY
Dan Koski /ec Eric Nycz /ec Courtney Hansen /ec Jason Freiboth /ec	

**COUNCIL ACTION REQUIRED:**

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**ITEMS TO INCLUDE IN LETTER:**

Organizer to call off bonfire should local or state laws have a restriction on controlled burns.
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Tuesday, March 12, 2024

## Special Event Application

### Approval Status

Not Started

## General Event Information

Event name	Prom Bonfire
Location	1931 S. 9th St.
Date	Thursday, May 16, 2024
Event time	7:00 PM - 9:30 PM
Setup date & time	Thursday, May 16, 2024 18:00
Takedown date & time	Thursday, May 16, 2024 21:30

## Applicant Information

Name of Applicant	Jonathan Hoffman
Organization name	Lincoln High School
Address	1433 S. 8th St. Manitowoc, WI, 54220
Email	checkm@mpsd.school
Phone number	(920) 242-5583
On-site contact name & phone number	Jonathan Hoffman 920-242-5583
Security name & phone number	Off. M. Check #908 920-973-0915

## Event Details

If any questions are not applicable, you can leave them blank.

### Event description

Bonfire and activities night, the Thursday night before Prom. The leadership team (class of students) is organizing a game night, which will take place in the south bowl of Lincoln HS. After the games are complete, they would like to have a bonfire on the beach, exactly the same as they did during homecoming week (Oct. 2023).

**Estimated total attendance** 500  
**Estimated total attendance from outside Manitowoc** 0  
**Event website** n/a

## Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Temporary Class "B" License, and provide Liquor Liability to the Clerk's Office.

## Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

### Road Closure

In October 2023, we parked a maintenance truck (from MPSD) at the bottom of the boat landing, on Green St. to prevent any student drivers from doing anything silly. No other closure is needed.

**Where are cars parking?** Lincoln HS Parking lots and surrounding area streets

**Time of amplified sound** 7:00 PM - 9:30 PM

**Amplified sound type** Music from speaker system (no DJ)

## Event Structures

## Safety & Security

Depending on the size and nature of the event, the City may require medical and security services. Organizers should have a first aid kit at the minimum. Events that serve alcohol must ensure patrons are 21 years or older and at least one licensed bartender is on site.

**Describe any assistance the event needs from the Police Dept. and/or Fire Dept.**

We have requested that our SRO, Miranda Check, attend the event. No further assistance should be required.

## Equipment & Facility Requests

**Est. equipment cost per day** 0

## Waiver of Fees

Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not guaranteed. This waiver does not waive late application, late application, and cancellation fees. Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

**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 not asking to use any City equipment or services. We are simply asking for permission to be allowed to have a bonfire on the beach, near the boat landing, at the end for Green St., exactly like we did during Homecoming, October 2023. The students are organizing this event and have no fund to pay for fees.

### Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

### Upload map and supporting documents



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### Questions and comments

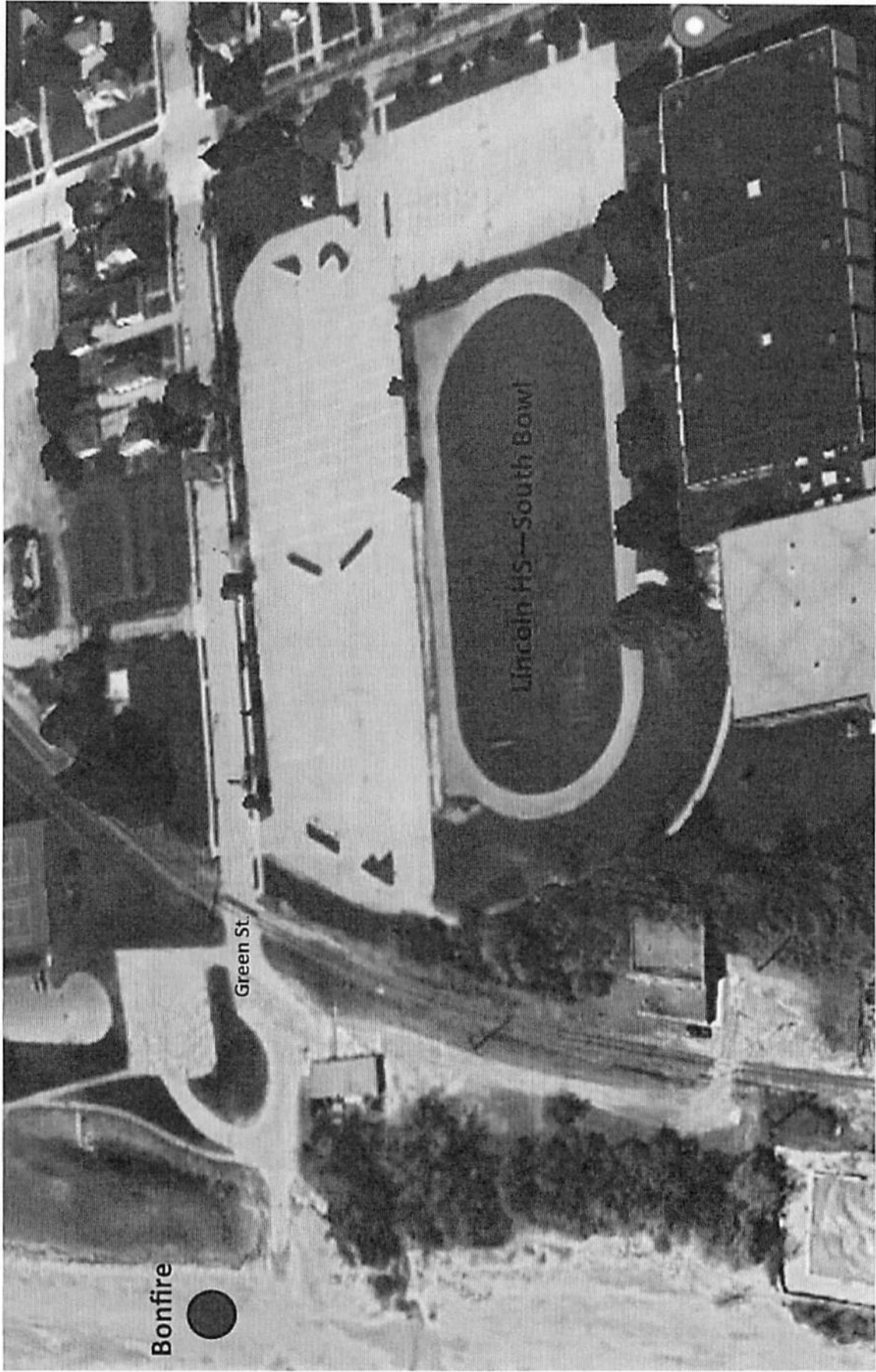
Our maintenance crew will be present for this event, like they were in October. They will set up the large water pump again, near the fire, as a precaution.

### Legal Notice and Submission

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.

**Applicant date of birth** Friday, April 16, 1976

**Sign** Jonathan Hoffman



Bonfire



Green St.

Lincoln HS - South Bowl