

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/30/2023

EVENT NAME: Lincoln Bonfire

ORGANIZER: Lincoln High School - Lainey Longmeyer

E-MAIL ADDRESS: longmeyerl@mpsd.school

EVENT DATE: 10/4/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Bonfire on the beach at Red Arrow Park to celebrate homecoming.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred /ec Todd Blaser /ec Courtney Hansen /ec Jason Freiboth /ec Eric Nycz /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

Download the PDF Special Event Application to your computer or tablet. Use OpenOffice, Adobe Reader and MS Excel. We do not recommend using any word processor to open the form as it will alter the form with hidden text. If you do not have Adobe Reader installed on your computer, you may download the latest version here: <http://get.adobe.com/reader/>

APPLICANT INFORMATION

Business/Org Name Lincoln High School
Name of Applicant Lalney Longmeyer
Street Address 1423 S. 8th St.
Mailing Address _____
(if different)
City, State, Zip Manitowoc, WI 54220
Primary Phone 920-374-0908
Cell Phone _____
Email longmeyerl@gpsd.school
Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact Lalney Longmeyer
On-Site Cell Phone # 920-374-0908
On-Site Security Contact Name Off. M. Check #8908
On-Site Security Contact Phone # 920-973-0915

EVENT INFORMATION

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

Document Attached

Lincoln High School Homecoming celebration would like to have a bonfire on the beach at Red Arrow Point. They would like to start the celebration right after the end of the Powder Puff Game at Rubick Field. Estimated start & end time 1900-2130 hours. This event would be a chaperoned by LHS Staff and Administration.

Event Name Lincoln High School - Homecoming

Location 1931 S. 9th St. - Red Arrow Park Beach area

Public Event YES | NO X
Estimated Total Attendance 100
Estimated Attendance 0
from outside City of Manitowoc
Event Website None

Staging Area _____

Event Start Time 7:30 AM PM

Event End Time 9:30 AM PM

Setup Date(s) 10/04/2023

Setup Start Time 7:00 AM PM

Tear-down Date(s) 10/04/2023

Tear-down End Time 9:30 AM PM

(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

- Facility Location _____
- 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 # _____
- Portable Restrooms # _____
- Signs/Banners # _____
- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

EVENT FEATURES

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

SOUND

- Amplified Sound
- Start Time 7:30 AM PM
- End Time 9:30 AM PM
- Type of Sound Music _____

EQUIPMENT REQUESTS

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, charges 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 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: 60

Where do you plan to park vehicles on the road in the surrounding area, Red Arrow Park Parking Lot, LHS south parking lot

Are there any special parking considerations (VIP, job 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?

Requesting that any fees associated with this event be forgiven. This is a High School event with no fees being charged for participation.

SHO Chiodo talked with Chad Bazar about this event during last school year. At that time, he indicated that this event may now be possible under new city ordinances. Because this is the first time this event would take place, I am not sure what the City would expect from LHS or if there are any additional steps that need to be taken to make this event possible.

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: 02 / 04 / 96

Signature of Applicant: Laney Longmeyer - Associate Principal

Date: 08-25-23

E-MAIL

PRINT

Rev 12/2021