

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 3/22/2023

**EVENT NAME:** Special Event - Lincoln Graduation

**ORGANIZER:** Lincoln High School - Lee Thennes

**E-MAIL ADDRESS:** [thennesl@mps.d.school](mailto:thennesl@mps.d.school)

**EVENT DATE:** 6/9/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Lincoln Graduation Ceremony happening in the bowl ran as past years. Use of City of Manitowoc Police for security.

**COMMITTEE CONCERNS:** Liability issues associated with City of Manitowoc employees working and covered by Lincoln HS's insurance if injured. Please make sure City of Manitowoc is added to the insurance policy.

**COMMITTEE DECISION:**

<u>APPROVE</u>	<u>DENY</u>
Courtney Hansen /ec	Eric Nycz /ec
Jason Frieboth /ec	
Todd Blaser /ec	
Shawn Alfred /ec	

**COUNCIL ACTION REQUIRED:**

Approval of road closure: S 9th St from Columbus St to Green St, and S 8th St south of Columbus St.

**ITEMS TO INCLUDE IN LETTER:**



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Lincoln High School

Name of Applicant Principal Lee Thennes

Street Address 1433 S. 8th St.

Mailing Address \_\_\_\_\_  
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone \_\_\_\_\_

Cell Phone 920-323-5400

Email thennesl@mpsd.school

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Lee Thennes

On-Site Cell Phone # 920-323-5400

On-Site Security Contact Name Officer Miranda Check #908

On-Site Security Contact Phone # 920-973-0915

### EVENT INFORMATION

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

Missing Map/Drawing



This event takes place on Lincoln HS property, 1433 S. 8th St., in the west bowl. Please see all attached documents for further information regarding this event. This year's graduation will run in the same fashion it has traditionally been run. Attendees will have a ticket from a student at LHS in order to enter the fenced area closer to the graduates.

Event Name Lincoln HS Graduation

Location 1433 S. 8th St. Manitowoc

Staging Area Lincoln High School

Event Date(s) 06-09-2023

Event Start Time 12:45 AM  PM

Event End Time 3:00 AM  PM

Setup Date(s) 06/09/2023

Setup Start Time 8:00 AM  PM

Teardown Date(s) 06/09/2023

Teardown End Time 3:30 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

Public Event YES  NO

Estimated Total Attendance 3,000

Estimated Attendance 500  
from outside City of Manitowoc

Event Website \_\_\_\_\_

► RECEIVED ◀

MAR 16 2023

**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) S. 9th St. from Columbus St. to Green St.  
S. 8th St. south of Columbus St.

- Timed Route

- Road Crossing Describe where + if assistance needed S. 8th St. at Columbus St.      S. 9th St. at Division St.  
S. 9th St. at Columbus St.      S. 9th St. at Green St.  
S. 10th St. at Columbus St.      S. 10th St. at Green St.

- 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 # 3
- Signs/Banners # \_\_\_\_\_

- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # 1
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

**EVENT FEATURES**

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

**SOUND**

- Amplified Sound
- Start Time 12:45 AM  PM
- End Time 3:00 AM  PM
- Type of Sound Speaker System

**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](http://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 \_\_\_\_\_
  - 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 1500

Where do you plan to park vehicles LHS parking lots and city streets

Are there any special parking considerations ADA & Emg. Vehicle parking is planned for (see attached documents)  
(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 Police for security & traffic control. Fire Dept. on stand-by with ambulance

Date/Time 06/09/2023

Location 1433 S. 8th St.

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?

Please see the attached documents and work orders. Nothing has changed from previous years. The state and portable toilets are arranged by LHS to be on-site for event.

## 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 04 / 06 / 1979

Signature of Applicant: Lee Thennes

Date: 03-08-2023

E-MAIL

PRINT

Rev. 12/20

# Work Order

Date: 03-08-2023

To: Billy Hutterer

From: Officer Miranda Check (920-973-0915)

Re: Deliver and pick up signs and barricades from Lincoln High School Friday, June 9, 2023

Place all barricades, signs and cones at the following locations prior to 0900 hours on Friday, June 9, 2023

- 2 barricades at the southeast corner of S. 10<sup>th</sup> St. and Division St. (close Division St.)
- 10 cones at the southeast corner of S. 10<sup>th</sup> St. and Division St. (close Fatzo's south driveway, exiting onto Division St.)
- 2 barricades at the southwest corner of S. 9<sup>th</sup> St. and Division St. (close Division St.)
- 4 barricades at the northwest corner of S. 9<sup>th</sup> St. and Columbus St. (close S. 9<sup>th</sup> St.)
- 4 cones at the northwest corner of S. 9<sup>th</sup> St. and Columbus St. (Squad Parking S. 10/Columbus)
- 4 barricades at the northwest corner of S. 9<sup>th</sup> St. and Green St. (close S. 9<sup>th</sup> St.)
- 4 cones at the northwest corner of S. 9<sup>th</sup> St. and Green St. (Squad Parking S. 10/Green)
- 2 barricades near JFK entrance (close driveway just south of bowl)
- 2 barricades near parking lot driveway on S. 9<sup>th</sup> St. between Green St. and JFK Building (close parking lot entrance, forcing entrance off of Green St.)
- 8 cones near parking lot driveway on S. 9<sup>th</sup> St. between Green St. and JFK Building (cone placed on southeast curve in parking lot to prevent parking on grassy area)
- 4 barricades at the southwest corner of S. 8<sup>th</sup> St. and Columbus St. (close S. 8<sup>th</sup> St. – Lincoln circle)

Email: Billy Hutterer, Karen Dorow, Gregory Wuensch

## Graduation Parking Order

No Parking Signs – entire east and west side of S. 9<sup>th</sup> St. from Columbus St. to Green St.

No Parking Signs – entire north side of Green St. from S. 10<sup>th</sup> St. east to driveway entrance to Lincoln Parking Lot

*\*Police Department "No Parking Signs" will be used to post these areas*