

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/8/2024

EVENT NAME: Zoo Snooze

ORGANIZER: Manitowoc Lincoln Park Zoology Society - Whitney Sonnenburg

E-MAIL ADDRESS: reynolds_w_10@hotmail.com

EVENT DATE: 8/10/24 - 8/11/24

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Attendees will camp overnight at the zoo in designated campsites. Campers will be able to participate in educational activities, a scavenger hunt, outdoor movie night and s'mores. They'll be locked in the zoo, and have breakfast in the morning.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ch Courtney Hansen / ch Todd Blaser / ch Jason Freiboth / ch Eric Nycz / ch	

COUNCIL ACTION REQUIRED:

Waiver of park hours

ITEMS TO INCLUDE IN LETTER:

Special Event Application

Approval Status Not Started

General Event Information

Event name Zoo Snooze
Location Lincoln Park Zoo
Date Saturday, August 10, 2024
End date if multiple day event and additional dates if applicable. 8/17/24 alternate date
Event time 5:00 PM - 9:00 AM
Setup date & time Saturday, August 10, 2024 14:00
Takedown date & time Sunday, August 11, 2024 08:00

Applicant Information

Name of Applicant Whitney Sonnenburg
Organization name Manitowoc Lincoln Park Zoology Society
Address 1215 N 8th St
Manitowoc, WI, 54220
Email reynolds_w_10@hotmail.com
Phone number (920) 323-4617
On-site contact name & phone number Whitney Sonnenburg 9203234617
Security name & phone number not assigned yet

Event Details

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

Event description

Zoo Snooze will kick off at 1700 with camper sign in and tent setup. Camp sites will be about 15'x15' in multiple designated areas throughout the Zoo. Dinner served from 1800-1930 in Lincoln Park Cabin.

Campers will be able to participate in educational activities, scavenger hunt, outdoor movie night, and s'mores. Lights out at 2200. Campers will be locked into Zoo starting at 2000. Campers will wake and have breakfast at 0700-0800. 0800-0900 campsite breakdown and take equipment out. 0900 zoo snooze ends.

Estimated total attendance 60

Estimated total attendance from outside Manitowoc 10

Event website Zoology Society Page

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.

Select all that apply to the event Charging admission or registration

Expected revenue 3000

Revenue will be used for Zoology Society Projects related to Lincoln Park Zoo

Route & Road Usage

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

Where are cars parking? Lincoln Park Zoo parking lots

Event Structures

Select all that apply Tent(s)

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 would like to have a small bonfire to roast marshmallows and asking if police dept would volunteer to increase night patrol and presence around zoo.

Equipment & Facility Requests

Facility request Lincoln Park Cabin

Athletic field request na

Special power or lighting request na

Staging & risers

4'x8' Risers (6" tall) 0 _____

\$55 max. 10

4'x8' Risers (12" tall) 0 _____

\$55 max. 4

4'x8' Risers (18" tall) 0 _____

\$55 max. 4

Staging 8'x12' 0 _____

Tables & seating ~~not already~~ at the location

\$55 max. 1

Banquet tables 8'x10' 0 _____

Portable Bandwagon 3'x8' 0 _____

\$7 max. 22
\$666 max. 1

Benches 4' 0 _____

\$6 max 40

Metal folding chairs 0 _____

\$2 max 200

Picnic tables 6' 0 _____

\$6 max 20

Parks Items

Post pounder 0 _____

\$0 max. 3

Power pedestal 0 _____

\$50 max. 3

Safety vests 0 _____

\$4 max. 20

Security stanchions 0 _____

\$7 max. 18

Wooded snow fence 50' roll 0 _____

\$7 max. 20

Plastic snow fence 50' roll 0 _____

\$7 max. 17

Snow fence posts 0 _____

\$2.50 max. 100

Tent 10'x20' 0 _____

\$55 max. 2

Ticket booth $\frac{0}{\$60 \text{ max. } 2}$

Trash barrels $\frac{0}{}$

Traffic control

Barricades 2' $\frac{0}{\$7}$

Barricades 3' $\frac{0}{\$7}$
 $\$6 \text{ max. } 50$

Barricades 8' $\frac{0}{\$8}$

Barricades 12' rail type $\frac{0}{\$6}$

Channelizer drums 3' $\frac{0}{\$7}$

Cones 18" $\frac{0}{\$5.50}$

Cones 28" $\frac{0}{\$5.50}$

Delineators 42" $\frac{0}{\$5.50}$

"Road Closed" signs $\frac{0}{\$6}$

"Road Closed Ahead" signs $\frac{0}{\$6}$

Est. equipment cost per day 0

Equipment request notes

picnic tables already at Zoo

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 a partnership with the Lincoln Park Zoo and are a non-profit organization.

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



zoo Snooze info.docx

Questions and comments

We need to market event by June and would like to know ASAP if event is approved.

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

Monday, April 15, 1991

Sign

Whitney Sonnenburg

Registration Email:

Thank you for registering for Zoo Snooze!

Your campsite registration has been confirmed.

The following information should help you prepare for this fun-filled event:

- Registration will take place at the Manitowoc Lincoln Park Cabin # from 5-7 p.m.
 - If you arrive after 7 p.m., please present at the Lincoln Park Entrance to the Zoo and a staff person will be able to assist you in getting your registration bag and directing you to your assigned campsite.
- Please present this confirmation letter (either printed or on your phone) at registration where you will receive your campsite assignment, T-shirts, wristbands and an event program.
 - Each registered guest is required to wear a wristband during Zoo Snooze. To maintain a safe environment, Zoological Society staff and Zoo Pride volunteers will ask any guest without a wristband to leave.
- We encourage you to bring a wagon for your gear, but we will also have a limited supply of push carts available for use. See attached PDF for more information on what to bring.
- All Campers: Join us at XXXXXX at 7:45 p.m. for a Conservation Education talk and to learn XXXXXX!
- There are no cancellations and no refunds. If you are unable to attend and would like to transfer your campsite to someone else, please contact XXXXXX.
- **The Entrance Gate will be closed at 9 p.m. and open each morning at 8 a.m.** If you need to exit between those times, please see the staff person on duty, and they can open the gate for you.

SNOOZE CAMPSITE INFORMATION & WHAT TO BRING:

- Campsites are approximately 20 ft by 20 ft. Please be mindful of your neighbors and keep this in mind when packing. No more than two tents per site (two tents must be SMALL).
- **We cannot guarantee that the meals provided at Snooze are not prepared near or with dairy products, wheat products or nuts. If you have a food allergy or require a specific type of food, please plan/pack accordingly.**
- Not all the buildings and animal exhibits in the Zoo will be open during the evening.
- Remember, you are welcome to stay and enjoy the rest of the zoo the day after you camp!
- No one under 21 is admitted without a parent or guardian.

SUGGESTED ITEMS TO BRING:

- Tent* **REQUIRED** (no tents will be provided)
- Sleeping bag and pillow

- Flashlights (the zoo gets very dark at night)
- Drop cloth/tarp, to put under your tent (very important because of the geese inhabiting the area!)
- Mosquito repellent
- Backpacks for carrying gear.
- First Aid kit
- Ear plugs
- Additional snacks or beverages, if desired, or if you have special needs or requests
- **Reusable Water bottles are encouraged**; coolers are permitted; alcohol is NOT.
- Lawn chairs, sit-upons, or seat cushions (must fit in your designated camping area)
- Umbrella and rain gear (just in case!)

ITEMS NOT PERMITTED:

- Camp stoves, Grills, or fuel lanterns (no individual cooking or open flames allowed)
- Vehicle or Pop-up Campers
- Radios
- Alcohol

WEATHER EMERGENCY INFORMATION Zoo Snooze will take place RAIN or SHINE.

- The Zoological Society staff is in touch with the Manitowoc Police and Zoo night keeper throughout the evening.
- If there is a need to evacuate campsites due to a weather situation, the staff will make announcement.
- Guests are welcome to pack up and exit at any time, however the parking lot gates will be locked starting at 9pm each night and unlocked at 8am each morning. Please see the overnight Staff person (Staff Tent is in XXXXXXXX.) to have the gate unlocked between those times.

Questions? Please email the Zoological Society at XXXXXXXX. See You at Snooze!

Zoo Snooze Program

Evening Program

- 5pm Registration and Campsite setup
- 5-8pm animal artifacts by XXXXX
- 5-830pm activities
- 6-730pm Dinner served in Lincoln Park Cabin #
- 7pm Registration ends
- 745pm Conservation Education
- 830pm Kid-friendly Movie screening at XXXXX
- 830pm Popcorn and s'mores by XXXX
- 10pm Lights out

Morning Program

- 7-8am Continental breakfast served in Lincoln Park Cabin #
- 8-9am campsite break down and take equipment to vehicle
- 9am Snooze is over. Enjoy the Zoo for the day!

Reminders

- The staff command center is located at XXXXX. It is equipped with a telephone, radio, first-aid kit until 10pm. After that time, you can locate a staff person in charge inside the tent marked "staff tent". Located by the education building.
- Please respect our furry friends. **Do not shine flashlights on the animals after dark!**
- Children **MUST** be supervised by their parents or guardians at all times.
- Please do not leave the camping areas after 1030pm. For everyone's safety, respect the after-dark boundaries outlined.
- If severe weather sirens are active, please proceed with your flashlight to XXXXXX.