

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 8/30/2023

**EVENT NAME:** Lincoln Homecoming Parade and Tailgate

**ORGANIZER:** Lincoln High School - Lainey Longmeyer

**E-MAIL ADDRESS:** [longmeyerl@mpsd.school](mailto:longmeyerl@mpsd.school)

**EVENT DATE:** 10/6/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Homecoming parade and tailgate party. The parade starts at S 23rd St and Grand Ave, to 9th St, then proceed north on S 9th St.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

Road closure of S 9th St from Green st to Grand Ave, Grand Ave from S 9th St to S 23rd from 6-6:30 p.m.

**ITEMS TO INCLUDE IN LETTER:**

Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee. Please pay the \$100 late application fee to the City of Manitowoc, 900 Quay St, Manitowoc, WI 54220. Invoice to come. As part of the 2023 Mayor's budget, most fees for special events were waived except for late fees. The 2024 budget has not been set. Non-waivable fees will be charged as set by policy.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

Download the PDF Special Event Application to your computer or network drive, open with Adobe Reader and fill in. We do not recommend using any web browser to open the form as most have issues with fillable PDF Forms. If you do not have Adobe Reader installed on your computer, you may download the latest version free of charge: <http://get.adobe.com/reader/otherversions>

### APPLICANT INFORMATION

Business/Org Name Lincoln High School

Name of Applicant Lainey Longmeyer

Street Address 1433 S. 8th St.

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

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-374-0908

Cell Phone \_\_\_\_\_

Email longmeyerl@mpsd.school

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Lainey Longmeyer

On-Site Cell Phone # 920-374-0908

On-Site Security Contact Name Off. M. 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)

Document Attached



Lincoln High School Homecoming Parade and Tailgate Party. Students will start lining up for the parade in parking lot on the southeast corner of S. 23rd St. and Grand Ave. at 1700 hours. The parade will begin at 1800 hours. The parade will start from S. 23rd St. and Grand Ave. It will travel east on Grand Ave. to S. 9th St., then turn left and proceed north on S. 9th St. into the LHS parking lot. We are requesting no parking on S. 9th St. from JFK south to Grand Ave., on the east and west sides of the road. Also, no parking on Grand Ave. from S. 23rd St. to S. 9th St., on the north side of the road. After the parade is finished, there will be a tailgate party in the LHS south parking lot. There will be food trucks, bounce houses, and music. The tailgate will end at 2100 hours. The plan is to also have fireworks, pending funding, from 8:45-9pm through Spielbauer Fireworks.

Event Name Lincoln High School - Homecoming

Public Event YES  NO

Location 1433 S. 8th St. (Lincoln High School) and 1815 S. 23rd St. (Rubick Field)

Estimated Total Attendance 500

Staging Area Parking lot on the SE corner of S. 23rd St. & Grand Ave.

Estimated Attendance 10  
from outside City of Manitowoc

Event Website none

Event Date(s) 10-06-23

Event Start Time 5:00 AM  PM

Event End Time 9:30 AM  PM

Setup Date(s) 10/06/2023

Setup Start Time 12:00 AM  PM

Teardown Date(s) 10/06/2023

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

RECEIVED

APR 11 2023

CITY OF MANITOWOC  
ENGINEERING

**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 Green St. to Grand Ave. and Grand Ave. from S. 9th St. to S. 23rd St., from 1800-1830 hours.
- Timed Route
- Road Crossing Describe where +  
if assistance needed Officer assistance will be needed at S. 10th St. @ Grand Ave., S. 14th St. @ Grand Ave., and S. 18th St. @ Grand Ave. to stop/control traffic temporarily while the parade passes safely through the intersection
- Course Marking Describe type See attached work order
- 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 2045 hrs
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

**SOUND**

- Amplified Sound
- Start Time 6:30 AM  PM
- End Time 9:00 AM  PM
- Type of Sound DJ Speakers/Music

## 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 10-06-23 TIME 12:00 AM  PM  LOCATION East side south parking lot on grass  
PICKUP DATE 10-07-23 TIME 12:00 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 150

Where do you plan to park vehicles on the road surrounding the school and in the parking lot on the SW corner of JFK

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 Officers to control intersections as stated above. 3 Officers will be required.

Date/Time 10-06-23 from 1800-1830 hours

Location S. 10th/Grand, S. 14th/Grand, S. 18th/Grand

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 even be forgiven. This is a High School even with no fees being charged for participation. This event will hopefully pull our community together and celebrate our High School's fall sports.

**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

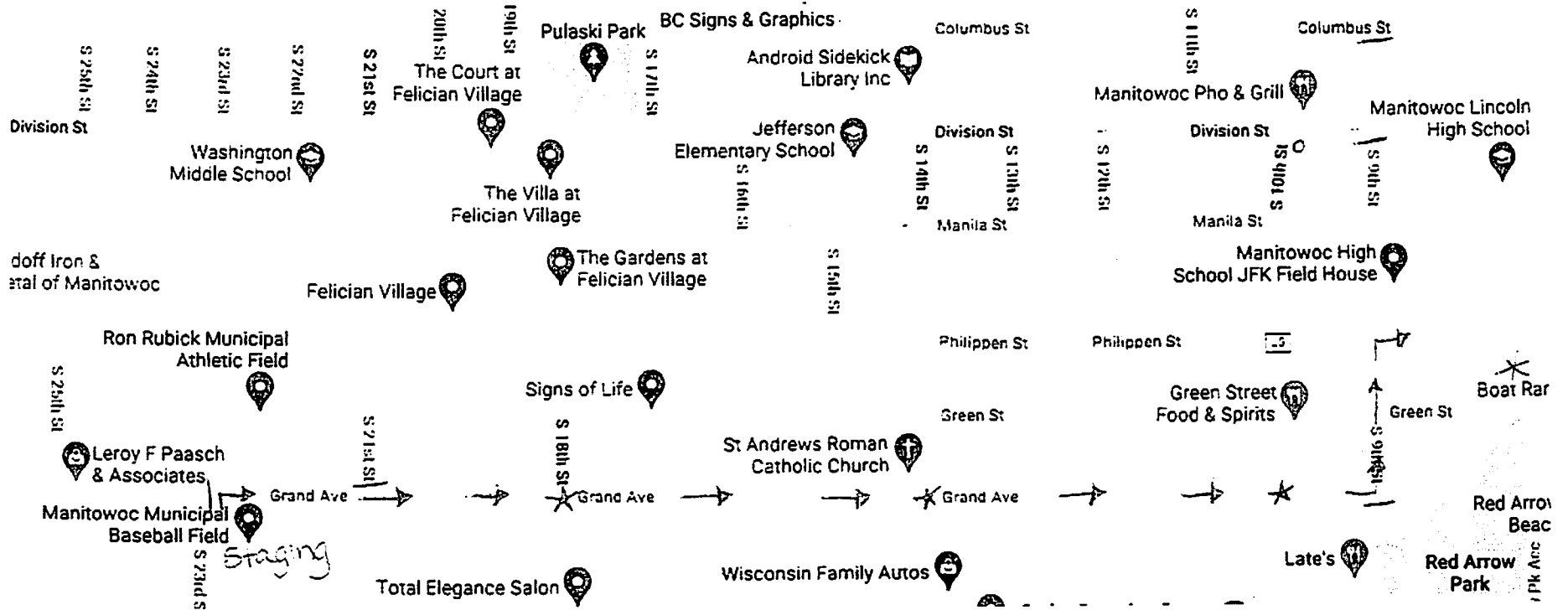
Signature of Applicant: Lainey Longmeyer - Associate Principal Date: 08-25-23

E-MAIL

PRINT

Notes: No parking signs will line the route on the north side of Grand Ave.

Parade begins on Grand Ave. at S. 23rd St. and ends at Lincoln High School's south parking lot (corner of Green St. @ S. 9th St.)



**Timeline:**

Parade Staging at 5pm

Parade Begins at 6pm

Tailgate starts immediately after parade and ends at 9pm

If funding is obtained, fireworks will start at 8:45pm

- Barricades
- Road Closed Ahead Signs
- ✕ Police Officer
- ✕ Cones (15 cones)

# WORK ORDER

**Date:** August 25, 2023  
**To:** Director of Public Works  
**From:** Officer Miranda Check  
**RE:** LHS Homecoming Parade & Tailgate

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Please have all the picnic tables dropped off by 12:00 pm on Friday, October 6th, 2023. Picnic tables can be picked up anytime Saturday October 7th.

20 Picnic Tables                      Deliver to the grass area, on the east side of the south parking lot at Lincoln HS

Please have all the barricades dropped off by 12:00 pm on Friday, October 6th, 2023. Barricades can be picked up any time after midnight on October 6th.

2 Barricades	S. 23 <sup>rd</sup> St @ Grand Ave.	Block traffic in both directions
2 Barricades	S. 21 <sup>st</sup> St @ Grand Ave.	Block traffic on S. 21 <sup>st</sup> St.
15 Cones	East side of LHS South Parking Lot	Block traffic from entering off Green St.
2 Barricades	S. 9 <sup>th</sup> St. @ Grand Ave.	Block traffic in both directions
1 Road Closed Sign	1900blk S. 9 <sup>th</sup> St.	Warning (facing NB)
2 Barricades	S. 9 <sup>th</sup> St. @ Green St.	Block EB and WB traffic
1 Road Closed Sign	S. 10 <sup>th</sup> St. @ Green St.	Warning (facing EB)
1 Barricade	S. 9 <sup>th</sup> St. @ Division St.	Block SB traffic
1 Road Closed Sign	S.10 <sup>th</sup> St. @ Division St.	Warning (facing EB)
1 Barricade	S. 9 <sup>th</sup> St. @ Columbus St.	Block SB traffic

As always, thanks for your help! Any questions can be directed to Officer Check at 920-973-0915.

## Homecoming Parking Order

No Parking Signs – entire east and west side of S. 9<sup>th</sup> St. from JFK Fieldhouse to Grand Ave.

No Parking Signs – entire north and south side of Grand Ave. from S. 9<sup>th</sup> St. to S. 23<sup>rd</sup> St.

No Parking Signs – east and west side of S. 21<sup>st</sup> St. from Grand Ave. north 300 feet

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