

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/10/2024

EVENT NAME: Lincoln Homecoming Parade

ORGANIZER: Lincoln High School - Lainey Longmeyer

E-MAIL ADDRESS: mcheck@manitowoc.org

EVENT DATE: 10/4/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: A parade for LHS students to celebrate homecoming.

COMMITTEE CONCERNS:

WAIVER OF FEES: not granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Closure of S 9th from Green St to Grand Ave., and on Grand Ave. from S 9th to S 23rd from 6-6:30 p.m.

ITEMS TO INCLUDE IN LETTER:

The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors 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.



Saturday, June 29, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Lincoln High School Homecoming Parade
Location	1433 S. 8th St. (LHS) and 1815 S. 23rd St. (Rubick Field)
Date	Friday, October 4, 2024
Event time	5:30 PM - 6:30 PM
Setup date & time	Friday, October 4, 2024 12:00
Takedown date & time	Friday, October 4, 2024 18:30

Applicant Information

Name of Applicant	Lainey Longmeyer
Organization name	Lincoln High School
Address	1433 S. 8th St. Manitowoc, WI, 54220
Email	checkm@mpsd.school
Phone number	(920) 374-0908
On-site contact name & phone number	Lainey Longmeyer 920-374-0908
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

Lincoln HS Homecoming Parade. Students and floats will line up student parking lot at LHS (northeast corner of Green St./S. 9th St.) at 5pm. The parade will begin at 6pm. The parade will start on Green St. at S. 9th St., turn south on S. 9th St., then turn west on Grand Ave. The parade will continue traveling west on Grand Ave. until it reaches Ron Rubick Field (1815 S. 23rd St.) 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. 9th St. to S. 23rd St., on the north side of the road. After the parade is finished, the student Powder Puff

games will take place at Rubick Field.

Estimated total attendance 500

Estimated total attendance from outside Manitowoc 10

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.

Expected revenue 0

Revenue will be used for n/a

Route & Road Usage

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

Road Closure

Requesting no traffic on S. 9th St. from Green St. to Grand Ave. and on Grand Ave. from S. 9th St. to S. 23rd St. from 6-6:30pm.

Road Crossing MTPD Officer assistance will be needed at the following intersections: S. 10th St. @ Grand Ave., S. 14th St. @ Grand Ave., and S. 18th St. @ Grand Ave.

Where are cars parking? Participants will part in the student parking lot at LHS. Attendees can park on the south side of Grand Ave. and on roadways along parade route

Describe course markings and if this is a timed route n/a

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.

MTPD Officers needed at the following intersections to prevent traffic from entering or attempting to drive through the parade. Grand Ave. @ S. 10th St., Grand Ave. @ S. 14th St., and Grand Ave. @ S. 18th St.

Also requesting, if time and call volume allows, that the Fire Department participate in the parade with a ladder truck, as in years past.

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?

I am asking that you waive the fees for this event. LHS students are organizing this event and do not have the funds to pay extra fees. This is also a community event. No admission is charged and there will be no profits.

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



Homecoming Parking Order.docx



Homecoming Work Order.docx

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

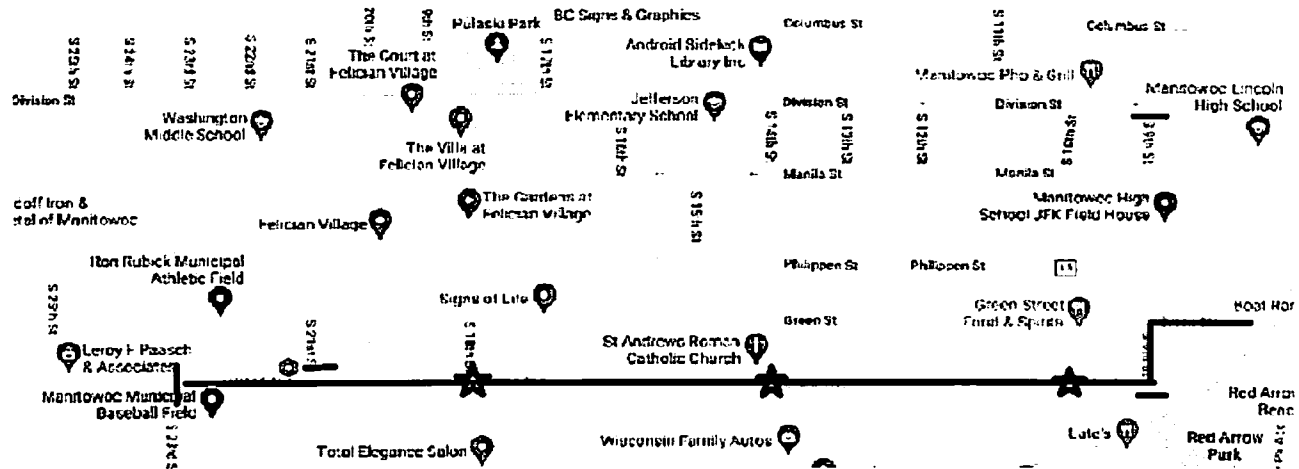
Sunday, February 4, 1996

Sign

Lainey Longmeyer

Notes: No parking signs will line the route on the north side of Grand Ave. and on S. 9th St from the JFK to Grand Ave. on both sides of the road

Parade begins on Green St. at S. 9th St, travels south on S. 9th St. to Grand Ave., then west on Grand Ave. to S. 23rd St.



- ★ Police Officer
- ⬡ Cones (15)
- Barricade

Parade begins at 6pm and is expected to last 30 min.

Homecoming Parking Order

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

No Parking Signs – entire north side of Grand Ave. from S. 9th St. to S. 23rd St.

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

WORK ORDER

Date: October 4, 2024
To: Director of Public Works
From: Officer Miranda Check
RE: LHS Homecoming Parade

Please have all the picnic tables dropped off by 12:00 pm on Friday, October 4th, 2024.
Picnic tables can be picked up Monday October 7th.

15 Picnic Tables Ron Rubick Field

Deliver through front gate. Picnic tables can be placed between the confession stand and the west bleachers.

Please have all the barricades dropped off by 12:00 pm on Friday, October 4th, 2024.
Barricades can be picked up any time after 10:00 pm on Friday, October 4th, 2024.

2 Barricades	S. 23 rd St @ Grand Ave.	Block traffic in both directions
2 Barricades	S. 21 st St @ Grand Ave.	Block traffic S. 21 st St. @ Grand Ave.
15 Cones	SW corner Rubick Field Parking Lot (near corner of fence) Block both driveway entrances for parking lot on S. 21 st @ Grand Ave. and driveway for baseball field (Bandits) along Grand Ave.	
2 Barricades	S. 9 th St. @ Grand Ave.	Block traffic in both directions
1 Road Closed Sign	1900blk S. 9 th St.	Warning (facing NB)
2 Barricades	S. 9 th St. @ Green St.	Block EB and WB traffic
1 Road Closed Sign	S. 10 th St. @ Green St.	Warning (facing EB)
1 Barricade	S. 9 th St. @ Division St.	Block SB traffic
1 Road Closed Sign	S.10 th St. @ Division St.	Warning (facing EB)
1 Barricade	S. 9 th St. @ Columbus St.	Block SB traffic

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