

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/11/2025

EVENT NAME: Lights in Lincoln Park

ORGANIZER: Lincoln Park Zoological Society - Andy Janicki

E-MAIL ADDRESS: lpzscoordinator@gmail.com

EVENT DATE: 11/25/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Light show inside Lincoln Park to raise fund for the zoo

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec John Musial /ec Todd Blaser /ec	

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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Special Event Application

Tuesday, June 10, 2025

General Event Information

Event name	Lights in Lincoln Park
Location	Lincoln Park
Date	Tuesday, November 25, 2025
End date if multiple day event and additional dates if applicable.	12/30/2025
Event time	5:00 PM - 8:00 PM
Setup start time	Thursday, November 13, 2025 10:00
Takedown end time	Saturday, January 10, 2026 15:00

Applicant Information

Name of Applicant	Andy Janicki
Organization Name	Lincoln Park Zoological Society
Address	PO Box 321 Manitowoc, Wisconsin, 54221
Email	lpzscoordinator@gmail.com
Phone number	(920) 686-6505
On-site contact & phone number	Mary Jane Backus - 920-901-5862

Event description

2025 marks the 14th annual Lights in Lincoln Park. The drive-thru holiday light show features a diverse array of wildlife depicted as colorful light displays, along with a number of other spectacular light elements. The show winds through one mile of beautifully wooded road within Lincoln Park and regularly attracts more than 10,000 visitors from Manitowoc and the surrounding area.

We also hold a number of smaller events throughout the course of the main light show. These include three Family Fun Walks where the entire route is only open to pedestrians for a more intimate experience, Santa Nights where families can stop to share their holiday wishes each Friday before Christmas in Cabin 1, and the MPU Light Exchange where visitors can trade in old string lights for new LEDs.

This is the Zoological Society's largest fundraiser of the year, with nearly all proceeds supporting our mission to enhance the quality of the Lincoln Park Zoo. Over the years, Lights in Lincoln Park has become one of Manitowoc's holiday highlights, and we're happy to provide the community with this wonderful event.

This year's light show will be run as it has in past years, with attendees entering the park from the Lincoln Blvd entrance and exiting from the north park road onto N 8th St. All event dates, including setup and takedown, are listed below, along with the facility reservation dates required.

Setup: Nov 13-15

Takedown: January 8-10, 2026

Drive-thru Light Show: Nov 28-29, Dec 4-6 and Dec 11-29

Family Fun Walks: Nov 25, Dec 3 and Dec 30

MPU Light Exchange: Dec 5

Cabin 1: Nov 13-15, Nov 24-Dec 30 (to remain decorated for Santa Nights and to avoid interference with other parties during the light show) and Jan 8-10, 2026

Cabin 2: Nov 25, 28 & 29, Dec 4-6 and Dec 11-30 (any cars parked near the cabin will block light displays and potentially interfere with the regular light show route)

Lincoln Park Fieldhouse: Dec 5 (We also need the fieldhouse parking lot reserved for visitors during the Family Fun Walks on Nov 25, Dec 2 and Dec 30)

Estimated total attendance 12000

Est. attendance from outside Manitowoc 3000

Event Features

Select all that apply to the event

Collecting monetary donations

Charging admission or registration

Expected revenue 55000

Revenue will be used for Funds generated by this event are used entirely towards our mission of enhancing the quality of the Lincoln Park Zoo

Route & Road Usage

Where are cars parking? Vehicles drive through the light show and leave without parking. No special considerations are necessary

Describe course markings and if this is a timed route City barricades and reflective cones are used to direct the flow of traffic

Event Structures

Safety & Security

Describe any assistance needed from the Police Dept. and/or Fire Dept.

No such assistance has been needed in the past 13 years

Equipment & Facility Requests

Do you need power or lighting? Yes. We will be using the outdoor power pedestals throughout Lincoln Park for all the light displays

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' $\frac{5}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28" $\frac{25}{\$5.50}$

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Estimated cost per day 177.50

Equipment will be dropped off at the discretion of DPI. Equipment request notes:

Please deliver the barricades to the following locations: 3 at the north end of Lincoln Blvd near the entrance to the Fieldhouse parking lot, one at the 8th St entrance to Lincoln Park, and one at the north entrance to Cabin 1. All cones can be dropped off at the storage building near Cabin 2.

(Last year we had a few instances of people driving around the barricade to enter the park from 8th St, which conflicted with the one-way light show traffic. If a large DO NOT ENTER sign can be attached to the barricade, facing 8th St, that would be very helpful)

Waiver of Fees

Are you requesting a Waiver of Fees?

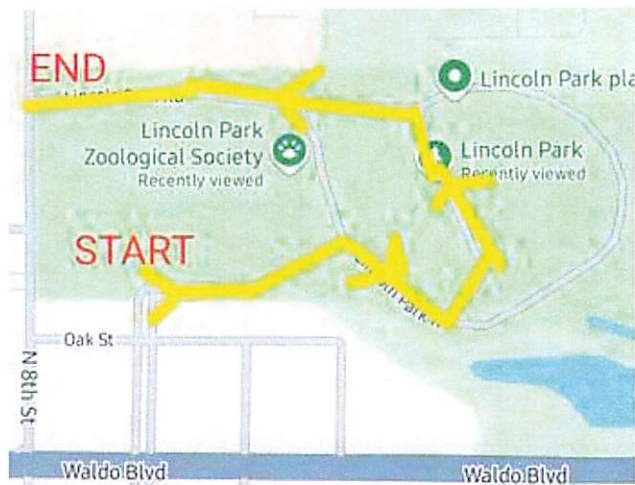
Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Why should this Waiver of Fees be granted?

We are a charitable nonprofit organization with active 501(c)(3) status who's work directly benefits the City of Manitowoc

Map

Upload map and supporting documents



Legal Notice and Submission

Would you like to meet with the Special Event Committee to discuss your event?

No

Applicant date of birth

Wednesday, March 16, 1983

Sign

Andy Janicki