

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/21/2024

EVENT NAME: Lincoln High School Graduation

ORGANIZER: Jonathon Hoffman

E-MAIL ADDRESS: checkm@mpsd.school

EVENT DATE: 6/7/2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: High school graduation in the West Bowl requiring aids from police for traffic control.

COMMITTEE CONCERNS:

WAIVER OF FEES: Not granted

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Courtney Hansen /ec Todd Blaser /ec Shawn Alfred /ec	

COUNCIL ACTION REQUIRED:

Approval of road closure for S 9th St from Columbus St to Green St, and S 8th St south of Columbus St. for 12pm - 4pm

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.



Friday, February 16, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Lincoln High School Graduation
Location	1433 S. 8th St.
Date	Friday, June 7, 2024
End date if multiple day event and additional dates if applicable.	06072024
Event time	12:00 PM - 4:00 PM
Setup date & time	Friday, June 7, 2024 10:00
Takedown date & time	Friday, June 7, 2024 16:00

Applicant Information

Name of Applicant	Jonathan Hoffman
Organization name	Lincoln High School
Address	1433 S. 8th St. Manitowoc, WI, 54220
Email	checkm@mpsd.school
Phone number	(920) 242-5583
On-site contact name & phone number	Jonathan Hoffman 920-242-5583
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

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 been run for years. Attendees will have a ticket from an LHS student, to access the seating area, inside the fence, closer to the graduates.

Estimated total attendance 3000

Estimated total attendance from outside Manitowoc 500

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.

Route & Road Usage

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

Road Closure

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

Road Crossing

S. 8th St. @ Columbus St.; S. 9th St. @ Columbus St.; S. 9th St. @ Division St.; S. 9th St. @ Green St.; S. 10th St. @ Columbus St.; S. 10th St. @ Green St.

Where are cars parking?

ADA parking: LHS parking lot just south of Columbus St. on S. 8th St.; Security - see maps; Ambulance - on S. 9th St. near Division St.; remaining parking will be in LHS parking lots and surrounding roadways

Time of amplified sound 12:45 PM - 3:30 PM

Amplified sound type Microphone

Event Structures

Select all that apply Fencing Stage Portable restrooms

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.

Police will be required for security and traffic control, before, during and after the event. Fire will stage an ambulance on S. 9th St. at/near Division St. in case of medical emergency.

Equipment & Facility Requests

Est. equipment cost per day 0

Equipment request notes

Please see attached work orders.

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?

Lincoln HS is a non-profit organization, with the intent of providing a safe graduation ceremony for the community.

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



Graduation Barricade Workdocx



Graduation Parking Order.docx



LHS GRADUATION 2021 ASS... .doc



LHS Graduation Ceremony A... .doc



LHS Graduation Traffic postdoc



LHS Graduation Traffic pre c... .doc

Questions and comments

Please see attached documents and work orders. Nothing has changed this year from previous years, for this event. The stage, fencing, and portable toilets are all arranged/paid for by the school.

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

Friday, April 16, 1976

Sign

Jonathan Hoffman