

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 2/1/2023

**EVENT NAME:** Waiver - AmVets Memorial Day Picnic

**ORGANIZER:** AmVets Post 99 - David Soukup

**E-MAIL ADDRESS:** n/a 920-684-6577

**EVENT DATE:** 5/29/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Requesting bandwagon and risers for Memorial Day at their 4310 Conroe St location.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



**CITY OF MANITOWOC – DEPARTMENT OF PUBLIC INFRASTRUCTURE  
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES  
FOR USE OF CITY FACILITIES OR EQUIPMENT**



Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two (2) years indicating all expenses and all revenues of the group/organization may be requested by the committee. Groups or organizations must be current on all financial accounts with the City of Manitowoc.

**ALL QUESTIONS MUST BE ANSWERED**

JAN 27 2023

Name of event: Amvets Post 99 Memorial Day Picnic

1. Name of club/organization making request Amvets Post 99  
 Address 4310 CONROE ST Telephone (920) 684-6577

2. Names of club officers: Name Address Telephone  
 President DENNIS SCHERER 3415 S. 15 ST (920) 323-0134  
 Secretary JOE SCHMIT 2324 S 21 ST (920) 252-3417  
 Treasurer DOUG RIESTERER 4334 COUNTRY LANE (920) 242-3385

3. Facility requested: WENGER BANDSTAND  
 Equipment requested: 1 SET OF RISERS

4. Specific dates and hours facility/equipment will be used: Date(s) MAY 29, 2023 Hrs. 11am-6pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. THE SETUP AND TAKE DOWN FEES AS IN THE PAST

6. Which do you consider your group to be?  
 A. Community service  B. Non-profit  C. Private business   
 D. Club or organization  E. Other, please explain VETERANS SERVICE

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?  
 Yes  No

8. If #7 is "yes," explain and list specific charges CHARGES FOR FOOD AND BEVERAGES

9. What will revenues be used for? COMMUNITY SERVICE PROJECTS AND VETERANS RELIEF PROGRAMS

10. Do you wish to meet personally with the Committee to discuss this request? Yes  No   
 If "yes," please provide the following information of individual to contact:  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signed Dan E. Schubert Date JAN 27, 2023

Please attach any additional information which you feel will assist the committee in evaluating your request.

**PUBLIC USE OF WENGER BANDWAGON FORM**  
**City Of Manitowoc - Parks Division**  
**900 Quay Street, WI 54220 • 920-686-3580**

Basic pre-tax charges for the use of the bandwagon shall be \$155.00 for one day and \$75.00 for each additional day. Fees are due at the time of application. In addition to these charges, any user of the bandwagon shall also be billed for and required to pay all labor and equipment costs incurred by the Parks Division to facilitate the rental of the band wagon (generally \$600 for weekday setup/takedown). Should any damages occur to the band wagon during its use, any such damages shall be chargeable to the user above and beyond the charges provided for above.

Any organization using said bandwagon shall carry insurance in the amount of \$100,000.00 liability for injuries to any one person and not less than \$300,000.00 liability for injuries from any one accident, and in the sum of not less than \$50,000.00 on account of any accident resulting in the destruction of or injury to property, all with the condition that the parties will indemnify and hold harmless the City of Manitowoc in any action resulting from the use thereof. The aforementioned insurance is to be approved by the City Attorney.

All requests for the use of the bandwagon shall be made to the Manager of the Parks Division at least seven days prior to the use of same, who will refer same to the Public Infrastructure Committee. Such request may be granted by the Public Infrastructure Committee when said request does not interfere with the scheduled use of the bandwagon or work program of the park crews.

The bandwagon shall not be removed from the City limits without the approval of the Public Infrastructure Committee.

Resolution dated May 20, 1974, amended May 19, 1980

The following Amulets Post 99 requests the use of the above bandwagon for  
(individual or group)

the date(s) MEMORIAL DAY MAY 29, 2023 for AMULETS MEMORIAL DAY PICNIC  
(event name or purpose)

I have read the above conditions, understand and agree to them.

Date: JAN 27, 2023

Signature: David E. Soukup

Printed name: DAVID E SOUKUP

Address: 1007 N 15 ST mtwc

Phone: (920) 973-2325



\_\_\_\_\_ Approved

\_\_\_\_\_ Parks Manager or Designee

\_\_\_\_\_ Denied

Date: \_\_\_\_\_

\_\_\_\_\_ Amount Due (Delivery rate + rental rate plus extra hours, if applicable)