



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



August 5, 2016

Ms. Debbie Seehafer
706 River Bluff Drive
Manitowoc, WI 54220

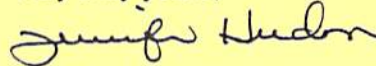
Dear Ms. Seehafer:

RE: Stake Permit – Brutal Wear Open Tennis Tournament
August 12 – 14, 2016

On August 1, 2016, the Special Events Committee approved your Stake Permit for tent and signs at your event on August 12-14, 2016. The Fire Department asks that there be no cooking under the tent.

Please note that event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground.

Very truly yours,



Jennifer Hudon
City Clerk

JH:dan

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/1/2016

EVENT NAME: STAKE PERMIT - Brutal Wear Open Tennis Tournament

ORGANIZER: Debbie Seehafer

EVENT DATE: 8/12-8/14/16

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Stake permit for 20x40 tent and 3'x3' signs

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	
TOTAL	0

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	50
DELIVERY CHARGES	
(if delivery requested)	
TOTAL E.H. CHARGES	50
GRAND TOTAL	50

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

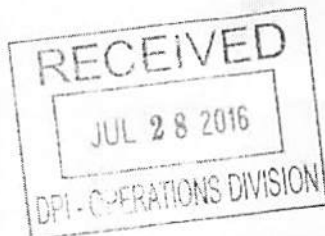
Rob B...
V...
G...

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

MFD asks that there be no cooking under tent.



\$ 50



City of Manitowoc
Stake Permit

There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked more than 3" into the ground on City property or right-of-way. Stakes may only be placed in approved areas. The City reserves the right to require additional insurance.

Event name/description: BRUTAL WEAR OPEN TENNIS TOURNAMENT

Date(s) of event: AUG 12-14, 2016 Time: 8AM-10PM

What items (or items of similar nature) will be erected or placed on City property or right-of-way?

Bounce house ☐ Yes, size _____ ☒ No

If electric, where will item be plugged in? _____

Tent or canopy ☒ Yes, size 20x40 ☐ No

Fence ☐ Yes, size _____ ☒ No

Signs ☒ Yes, size 3x3 ☐ No

Other (describe) _____ Size _____

If electric, where will item be plugged in? PAVILION AND CONCESSION BUILDING

Permit holder MUST provide a diagram of where item(s) will be placed.

Name and address of event organizer:

DEBBIE SEEHAFFER
706 RIVER BLUFF DRIVE
MANITOWOC, WI 54220

Phone #: 684-0806 HOME
629-1375 CELL

Return form to: City of Manitowoc – Parks Division
2655 S 35th St.
Manitowoc, WI 54220
Phone: 920-686-3580 • Fax: 920-686-6525
E-mail: parkadmin@manitowoc.org



Office use only:

Approved by: _____ Date: _____

ALL X'S REPRESENT LITTLE SIGNS NOT STAKED MORE THAN 3 INCHES

N 8TH ST
ENTRANCE
TO PARK

COURT 8

COURT 7

BRIDGE

PAVILION

LARGE
TENT
20x40

SMALL
TENT
8x8

COURT
3

BASEBALL
FIELD