

# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)



November 4, 2015

Jennell Krizek  
Manitowoc County Expo Facility Manager  
PO Box 1011  
Manitowoc, WI 54221-1011

RE: Wenger Bandwagon Rental

Dear Jennell:

Your request for waiver of fees for rental of the Wenger Bandwagon for the Manitowoc County Fair from August 23<sup>rd</sup> to August 29<sup>th</sup>, 2016 was acted on by the Special Events Committee at their meeting of November 2, 2015.

At said meeting the Committee granted your request.

The Bandwagon will be delivered Tuesday and picked up on Monday.

Very truly yours,

Jennifer Hudon  
City Clerk

JH:dan

cc: Chief of Police Tony Dick  
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](mailto:jhudon@manitowoc.org)

*on spreadsheets ✓*



# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 11/2/2015

EVENT NAME: WAIVER OF FEES - Mtwc. Co. Fair

ORGANIZER: Mtwc. Co. Fair Board - Jenell Krizek

EVENT DATE: Aug. 23-28, 2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Request for waiver of fees for Wenger Bandwagon  
(bandwagon to be delivered Tuesday & picked up Monday)

**ESTIMATED CITY COSTS:**

STREETS	
PARKS	2030
RECREATION	
FIRE	
POLICE	
<b>TOTAL</b>	<b>2030</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
<b>TOTAL COLLECTED</b>	<b>0</b>

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY



Handwritten signatures of committee members under the 'APPROVE' column.

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

**MANITOWOC PARKS DEPARTMENT**  
**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 Parks & Recreation Committee and the group or organization will be notified within 15 days of submitted request.

**A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.**

**ALL QUESTIONS MUST BE ANSWERED**

1. Name of club/organization making request Manitowoc County Fair  
Address PO Box 1011, 4921 Expo Dr, Manitowoc 54221-1011 Telephone 920-683-4378
  
2. Names of club officers: 

Name	Address	Telephone
President <u>Jerome Vetting</u>	<u>1439 Lee Circle, Manitowoc</u>	<u>920-682-5083</u>
Secretary <u>Michelle Hackmann</u>	<u>4117 Clover Road, Manitowoc</u>	<u>920-323-1607</u>
Treasurer <u>Kevin Behnke, Finance Chair</u>	<u>8707 Northeim Lane, Newton</u>	<u>920-726-4562</u>
  
3. Facility requested: \_\_\_\_\_  
Equipment requested: Bandwagon
  
4. Specific dates and hours facility/equipment will be used: Date August 23-29, 2016 Hrs. 7am, Aug 23
  
5. Please explain your request, as to what fees you desire waived or reduced and reasons. The bandwagon will be used for community events including a talent show for youth, rabbit hopping, special olympics awards.
  
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 \_\_\_\_\_
  
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 Possible sponsor for the bandwagon if fees are assessed.
  
9. What will revenues be used for? If there is a fee for the bandwagon, the Manitowoc County Fair board and staff may need to try to raise sponsorship money for the use of the bandwagon.
  
10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes  \_\_\_\_\_ No \_\_\_\_\_  
If "yes," please provide the following information of individual to contact:  
Name Jennell Krizak Address 4921 Expo Dr, Manitowoc Telephone 920-683-4378

Signed \_\_\_\_\_

Date October 15, 2015

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

**When completed, this form is to be returned to the Manitowoc Parks Department, 2655 S. 35<sup>th</sup> St., Manitowoc, WI 54220.**

Committee Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

**PUBLIC USE OF WENGER BANDWAGON FORM**  
**City Of Manitowoc - Parks Department**  
**2655 S 35<sup>th</sup> Street, Manitowoc, WI 54220 • 920-686-3580**

Basic pre-tax charges for the use of the bandwagon shall be \$115.00 for one day and \$50.00 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 Department to facilitate the rental of the band wagon (generally \$500 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 Department at least seven days prior to the use of same, who will refer same to the Parks & Recreation Committee. Such request may be granted by the Parks & Recreation 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 Parks & Recreation Committee.

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

The following Manitowoc County Fair requests the use of the above bandwagon for  
(individual or group)  
the date(s) August 23, 2016 for August 29, 2016  
(event name or purpose)

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

Date: October 15, 2015

Signature: Jennell Krizek  
Printed name: Jennell Krizek

Address: PO Box 1011, 4921 Expo Dr., Manitowoc WI 54221-1011

Phone: 920-683-4378

.....  
\_\_\_\_\_ Approved \_\_\_\_\_ Parks Manager or Designee

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

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