



# CITY OF MANITOWOC

WISCONSIN, USA

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



May 28, 2019

Ms. Tracy Klesper  
Lakeshore CAP  
702 State Street  
Manitowoc, WI 54220

RE: Waiver of Fees - Group Connection – Union Park – May 30, 2019

Dear Ms. Klesper:

Your special events requests to host Group Connection at Union Park on May 30, 2019, as detailed therein, was acted upon by the Special Events Committee at the meeting of Wednesday, May 17, 2019.

At said meeting the Committee unanimously recommended approval of your requests.

Your certificate of insurance is on file.

If you have any questions, please contact me at 686-6950.

Very truly yours,

Deborah Neuser  
City Clerk

DN:mrk

Enclosure

cc: Chief of Police Nick Reimer  
Fire Chief Todd Blaser  
Chad Scheinoha, Operations Division Mgr.  
Billy Hutterer, Streets Team Leader  
Karen Dorow, Business Manager

*Deborah Neuser, CMC, City Clerk*  
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543  
Phone (920) 686-6950 • Fax (920) 686-6959 • [dneuser@manitowoc.org](mailto:dneuser@manitowoc.org)

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/17/2019

EVENT NAME: WAIVER OF FEES: Group Connection

ORGANIZER: Lakeshore CAP - Tracy Klesper

EVENT DATE: 5/30/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Union Park & open air shelter for a parent / child social event

### ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	43
RECREATION	
STREETS	
TOTAL DEPT. COSTS	43

### ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	
WAIVED -ROOM TAX	43
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

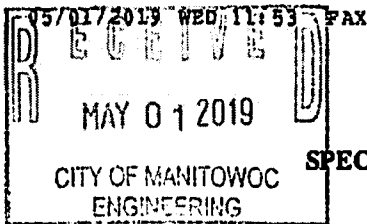
APPROVE

DENY

*Tracy Klesper*  
*[Signature]*  
*Todd [Signature]*

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



CITY OF MANITOWOC - PARKS DIVISION
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 Public Infrastructure 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

Name of event: Group Connection

1. Name of club/organization making request Lakeshore CAP, Inc
Address 702 State St Manitowoc Telephone 920-323-9502

2. Names of club officers: Name Address Telephone
President
Secretary
Treasurer

3. Facility requested: Union Park 601 Park St. Mtwc

Equipment requested: Bathroom facilities unlocked and Access to electricity, water, 5 Picnic Tables

4. Specific dates and hours facility/equipment will be used: Date 4-30-2019 Hrs. 9-2

5. Please explain your request, as to what fees you desire waived or reduced and reasons. We are a non-profit organization, we provide opportunities for families in poverty to engage in groups to encourage parent-child interaction; promote social connections

6. Which do you consider your group to be?
A. Community service B. Non-profit X 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 X

8. If #7 is "yes," explain and list specific charges

9. What will revenues be used for?

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

Signed Tracy Klepper Date 5-1-2019
Tracy Klepper

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