



CITY OF MANITOWOC

WISCONSIN, USA
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March 15, 2018

Young Professionals of Manitowoc County
The Chamber of Manitowoc County
1515 Memorial Dr.
Manitowoc, WI 54220

RE: Waiver of Fees – Use of RWAM gallery, porte cochere, use of high top tables – April 26, 2018

Dear Event Coordinator:

The above request was acted upon by the Special Event Committee at the meeting on February 19, 2018, at which time the committee granted your request.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

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



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/19/2018

EVENT NAME: WAIVER OF FEES: Young Professionals of Manitowoc County

ORGANIZER: Young Professionals, Chamber of Manitowoc Co. - Karen Nichols

EVENT DATE: 4/26/2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of RWAM gallery, porte cochere, use of high top tables, & waiver of museum rental fees

ESTIMATED CITY COSTS:



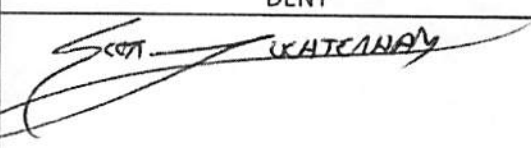
POLICE	
FIRE	
PARKS	
RAHR WEST	1290
STREETS	
TOTAL DEPT. COSTS	1290

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	1290
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

<p>APPROVE</p> 		<p>DENY</p> 
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Abstain: 
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 (The Chamber of Manitowoc County)

1. Name of club/organization making request: Young Professionals of Manitowoc County
Address: 1515 Memorial Drive Telephone: (920) 684-5575
Manitowoc WI 54220
2. Names of club officers:

Name	Address	Telephone
President <u>Stephanie Lighthall</u>	<u>1515 Memorial Dr, Manitowoc WI 54220</u>	<u>(920) 684-5575</u>
Event Coordinator <u>Stephanie Lighthall</u>		
Secretary <u>Steve Proszynski</u>	<u>1687 Atlantic Cir, Manitowoc, WI 54220</u>	<u>(920) 901-5160</u>
Treasurer <u>N/A</u>		
3. Facility requested: Rahr-West Art Museum
Equipment requested: RWAM's HighTop Tables
4. Specific dates and hours facility/equipment will be used: Date 4/26/2018 Hrs. 5-7 P.M.
5. Please explain your request, as to what fees you desire waived or reduced and reasons. We're looking to have the gallery, porte cochere, and museum rental fees waived. We are not for profit, and we'd like to get local young professionals in the door of Manitowoc's art hub, especially during the state-wide Young Professionals week.
6. Which do you consider your group to be?
A. Community service _____ B. Non-profit _____ C. Private business _____
D. Club or organization X 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 N/A
9. What will revenues be used for? N/A
10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes _____ No X
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed Karen Nichols Date 1-24-2018 \$1,290.00

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

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

Committee Action: Approved _____ Denied _____ Date _____

**YP Week 2017
Financials
The Chamber of Manitowoc County**

Income

Title Sponsorship - HFM	\$	3,000.00
Donation from UnitedOne	\$	50.00
Total Income	\$	3,050.00

Expenses

Behind the Scenes Tours (4/25)

Catering by CNC Links	\$	327.55
3 cases Soda and 1 case Water	\$	21.86

Sip Sample & Savor (4/26)

Additional Wine & Beer	\$	153.27
License from City of Manitowoc	\$	10.00

Community Event (4/29)

Food from Lates/Additional Chips & condiments	\$	243.91
T-Shirts	\$	1,323.25
purchase some extra work gloves	\$	72.80

Advertising

5'x2.5' YPMC banner	\$	60.00
YPMC Committee Nametags (\$5/tag? 5x15)	\$	111.30
YP Week Event Sponsor Banner	\$	95.42
Billboards	\$	180.00
Facebook Ads	\$	50.70
Event Flag	\$	189.00

Total Expenses \$ 2,839.06

Net \$ 210.94