

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/19/2016

EVENT NAME: STAKE PERMIT - Birthday Party

ORGANIZER: Daniel Matthews

EVENT DATE: 9/18/2016

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Bounce house by Red Arrow Concession Stand beginning at noon
Stake permit fee paid 9/16/16

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	
TOTAL CITY COSTS	0

ESTIMATED EVENT HOLDER CHARGES:

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

COMMITTEE CONCERNS:

Proper insurance needs to be provided.

COMMITTEE DECISION:

APPROVE

DENY

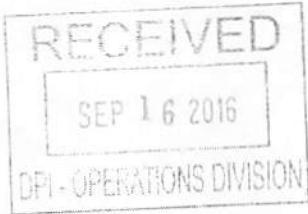
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COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



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: Birthalay Party

Date(s) of event: 9-18-16 Time: 12:00 pm

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? Building

Tent or canopy Yes, size _____ No

Fence Yes, size _____ No

Sign Yes, size _____ No

Other (describe) _____ Size _____

If electric, where will item be plugged in? _____

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

Name and address of event organizer:

Daniel Matthews

1313 So. 16th St. Manitowoc, WI, 54220

Phone #: 920-242-1344

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: parksadmin@manitowoc.org



Office use only:

Approved by: _____ Date: _____