

CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



March 3, 2016

Mr. David Soukup
1007 N. 15th St.
Manitowoc, WI 54220

RE: Amvets Post 99 - Waiver of Fee Request

Dear Mr. Soukup:

Your request to waive fees for rental of the Wenger Bandwagon and risers on May 30, 2016, for Memorial Day festivities, was acted upon by the Special Events Committee at the meeting of Monday, February 29, 2016.

At said meeting, the Committee unanimously recommended granting your request.

Please contact the Parks office at 686-3580 to make arrangements for delivery and pick up of the bandwagon.

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



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/29/2016

EVENT NAME: AmVets Memorial Day Picnic

ORGANIZER: AmVets Post 99 - David Soukup

EVENT DATE: 5/30/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Fee waiver for use of Wenger Band Wagon for AmVets Memorial Day Picnic

ESTIMATED CITY COSTS:

STREETS	0
PARKS	815
RECREATION	
FIRE	
POLICE	
TOTAL	815

ESTIMATED EVENT HOLDER CHARGES:

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

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Scott Kattenhand
Joseph Thomas
Matthew McDougal

Ltr Spread

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

PUBLIC USE OF WENGER BANDWAGON FORM
City Of Manitowoc - Parks Department
2655 S 35th 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 Amvets Post 99 requests the use of the above bandwagon for
(individual or group)

the date(s) MEMORIAL DAY, 5-30-16 for MEMORIAL DAY PICNIC
(event name or purpose)

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

Date: 2-20-16

Signature: D. E. Schrup

Printed name: DAVID E. SCHRUP

Address: 1007 N 15th ST mtwoc

Phone: 684-1409

.....

Approved

Parks Manager or Designee

Denied

Date: _____

\$815 Amount Due (Delivery rate - rental rate plus extra hours, if applicable)

**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 ADULTS Post 99
Address 4310 CONCRETE ST DAVEN Telephone 634-6577

2. Names of club officers:

Name	Address	Telephone
President <u>DENNIS SCHERER</u>	<u>3415 S 15 ST DAVEN</u>	<u>634-3330</u>
Secretary _____	_____	_____
Treasurer <u>DAVE RIKTERER</u>	<u>4354 CONCRETE ST DAVEN</u>	<u>634-3309</u>

3. Facility requested: WHEELER BANDWAGON
Equipment requested: 2 SETS RISERS

4. Specific dates and hours facility/equipment will be used: Date July 30, 2019 Hrs. 10

5. Please explain your request, as to what fees you desire waived or reduced and reasons. SETUP AND TAKE DOWN AS IN PAST YEARS

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 VETERANS CRA

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 VARIOUS RAFFLES FOR FUND RAISING TOO AND RESERVES SOLD

9. What will revenues be used for? COMMUNITY SERVICE - VETERAN ISSUES

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 _____ Address _____ Telephone _____

Signed Dennis Scherer Date 2-26-19

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. 35th St., Manitowoc, WI 54220.

Committee Action: Approved _____ Denied _____ Date _____