



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



October 9, 2017

In Courage (Domestic Violence Center)

Attn: Laurie Clark - 684-4661
300 East Reed Ave
Manitowoc, WI 54220

RE: Use of City Hall for October 19, 2017 Vigil in the Event of Rain

Dear Ms. Clark:

The above request was acted upon by the Special Event Committee at the meeting of Monday, October 2, 2017, at which time the Committee denied your request.

A portable toilet and tent may be placed on the grounds in case of rain. The tent may not be staked into the ground due to the irrigation system. Please contact Jim Muenzenmeyer at 920-686-6511 to make arrangements for placement.

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

Very truly yours,

Deborah Neuser
City Clerk

DAN:mrk

Enclosures

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

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: 10/2/2017

EVENT NAME: REVISED - End Domestic Violence Awareness Month Vigil

ORGANIZER: In Courage (Domestic Violence Center) - Laurie Ann Clark

EVENT DATE: 10/19/2017

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Program held between City Hall & the river with speakers & Roncalli singers; **REVISED** to include candle vigil & use of the inside of City Hall in the event of rain

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	0
TOTAL	0

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	100
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	100

COMMITTEE CONCERNS:

GRAND TOTAL 100

COMMITTEE DECISION:

APPROVE

DENY

Jim Muenzenmeyer
[Signature]
 SCOTT W. STEINHAUER

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

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copy to: Clerk