



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



November 13, 2019

Joni Shavlik
1702 Silver Creek Rd.
Manitowoc, WI 54220

RE: Waiver of Fees - Lean on the Lakeshore 2020 – 1/5/20-4/10/20

Dear Ms. Shavlik:

Your request to use the Manitowoc Senior Center, including mats & sound system as part of Lean on the Lakeshore 2020 events for January through April, was acted upon by the Special Events Committee at the meeting of Wednesday, November 6, 2019. At said meeting the Committee granted your request.

For 2019, as part of the Mayor's budget, most fees for special events were waived. The 2020 budget has not been set. Non-waivable fees will be charged as set by policy.

Assuming fees for special events are waived as part of the 2020 budget, please consider including the City of Manitowoc among the sponsors for your event. Your certificate of insurance is on file.

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
Sandy Ronski, Operations Clerk II
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: 11/6/2019

EVENT NAME: WAIVER OF FEES: HFM Lean on the Lakeshore

ORGANIZER: HFM Lean on the Lakeshore - Joni Shavlik

EVENT DATE: 1/5 - 4/10/20

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of Manitowoc Senior Center, including mats & sound system, for Lean on the Lakeshore events for January through April

ESTIMATED CITY COSTS:

| | |
|--------------------------|-------------|
| POLICE | |
| FIRE | |
| PARKS | |
| RECREATION | 1740 |
| STREETS | |
| TOTAL DEPT. COSTS | 1740 |

ESTIMATED EVENT HOLDER CHARGES:

| | |
|----------------------------------------------------|-------------|
| LATE APPL. FEE (<60 days) | |
| DELIVERY CHARGES <i>(if delivery requested)</i> | |
| WAIVED -ROOM TAX | 1740 |
| NON-WAIV. STAKE PERMIT | |

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

[Handwritten signatures: Lisa Major, Joni Shavlik, and others]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1)As part of the 2019 Mayor's budget, most fees for special events were waived. The 2020 budget has not been set. Non-waivable fees will be charged as set by policy. 2)When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.

001 18 2019

**MANITOWOC PARK & RECREATION DEPARTMENT
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups/Organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for 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 Park and 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 or Organization making request HFM Loan on the Lakeshore
Address 1650 S. 41st St, MtWC Telephone 920 320 9601

2. Names of Club Officers: Name Address Telephone
President Joni Shavlik 1702 Silver Creek Rd 920 645 4018
Secretary Brian Graff HFM MC 920 320-3120
Treasurer _____

3. Facility requested: Senior Center

Equipment requested: Mats, Sound System

4. Specific Dates and Hours facility/equipment will be used: Date See Attached Sheet Hrs. _____

5. Please explain your request, as to what fees you desire waived or reduced and reasons. This 100 day Community event provides participants with fitness & nutrition education, workouts provided by volunteer professionals.

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 Yes, explain and list specific charges Participants register for the 100 days at \$50.00 to cover equipment, ads, prizes. All events in the 100 days are free.

9. What will revenues be used for? All revenues are returned to participants and balance of expenses are paid by HFM - It is non-profit.

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 Joni Shavlik Date 10-17-19

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 Recreation Department, 930 North 18th Street, Manitowoc, WI 54220.

Committee Action: Approved _____ Denied _____ Date _____
Explanation _____



Manitowoc Senior Center
& Recreation Department
3330 Custer Street
Manitowoc, WI 54220
920-686-3060

Manitowoc Senior Center Facility Rental Agreement

Please return completed form and applicable fees to our office at least 14 calendar days prior to event.

Date Required: Mon Tue Wed Thur Fri Sat Sun See attached dates & times
Month / Date / Year

Time Required:

From: _____ AM/PM To: _____ AM/PM

*(Set-up and clean-up times must be included in hours.)

Total Hours Required: _____

Estimated Attendance: 45 per class

Name of Person/Group: Joni Shavlik - HFm Learn on the Lakeshore

Community Group Government Agency Club/Organization Other: _____

Name of Contact Person (if different from above) _____

Address: 1702 Silver Creek Rd City: Manitowoc State: WI Zip: 54220

Phone Number: 920 645 4018 Alternate Phone: _____

Email: shavcamp@att.net

Type of Function: 100 day weight loss challenge aimed at helping our community try new fitness classes & learn healthy nutrition.

Area Requested: (See reverse side for more detail)

Fees: \$50 1-3 hours + \$10 each addl. hour

North Assembly Room

Center Assembly Room

South Assembly Room

Fees: \$25 1-3 hours + \$10 each addl. hour

Class Room Sewing Room

Coffee Shop Social Room

Conference Room _____

Kitchen (adjacent to South Assembly & Coffee Shop)

Attendant Fee: \$10 per hour attendant fee if booked outside of normal business hours of Monday through Friday 8:00am – 4:00pm. - No attendant needed

Additional Equipment Requested:

TV/VCR/DVD [\$10 per event]

Coffee Pots [\$10 per event]









Overhead/LCD Projector (located in the center assembly) [\$25 per event]

Microphone/Podium (available in center and south assembly) [no charge]

*Rental fees shall be charged in accordance with the fees and charges listed above. Rental fees and attendant fees (if applicable) must be paid in full at the time of registration.

Visit the City of Manitowoc Senior Center and Recreation Department website for more information.

www.manitowoc.org/seniorcenter and www.manitowoc.org/parksandrec 5/2019

| Room | Additional Information | | Room | Additional Information | |
|-----------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| North Assembly | 10ft long tables available. 124 max capacity. |  | Social Room | Room has 7- 60" round tables (set for 28 ppl) 40 max capacity. |  |
| Center Assembly | 10ft long tables available, Stage, Screen, and DVD projector 139 max capacity. |  | Class Room | 5- 10ft long tables available. 40 max capacity. |  |
| South Assembly | 9- 60" round tables + 1- 10ft long table. (set for 64 ppl) 112 max capacity. |  | Sewing Room | 4- 10ft long tables Room set up in conference style. 25 max capacity. |  |
| Coffee Shop | 6- 42" round tables (set for 24 ppl) 24 max capacity. |  | Conf-erence Room | Small conference room, one table. 12 max capacity. |  |
| Kitchen | Stove/Oven, Microwave, Refrigerator, Sink, Stainless Steel Counters | | | | |

This rental agreement is made and entered into by and between the City of Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Renter". The parties agree as follows: The Renter understands his/her responsibility is to set up, clean up and restore premises within the time period listed above. Renter agrees to hold the City harmless for any and all damages, claims or personal injury claims occurring during the term of this contract. It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the Renter and that the City shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. Renter agrees to be responsible for any damages incurred to City. Damages incurred to the property will be billed to the Renter. _____ (initial)

CANCELLATION: If notification of cancellation is received by applicant at least 14 calendar days prior to the event date, all funds will be returned. If notification of cancellation is received by applicant less than 14 calendar days prior to the event date, a \$50 cancellation fee will be retained by the City of Manitowoc and all other funds will be returned. In the event the rental is cancelled by the City, you will be given the opportunity to reschedule your rental for another date (if available) or to receive a full refund. The City of Manitowoc reserves the right to cancel any event for any reason. _____ (initial)

Signature: _____ Dated: _____
 Print Name: _____

| Office use only: | | | Total | |
|-------------------------------------|----------------------------|----------------------------|-------------------------------|------------------------|
| Room Fee: up to 3 hrs | Assembly \$50 / Other \$25 | Room: | \$ | |
| Add'l hours: after 3 hrs | \$10 per hour x _____ hrs | Room: | \$ | |
| Room Fee: up to 3hrs | Assembly \$50 / Other \$25 | Room: | \$ | |
| Add'l hours: after 3 hrs | \$10 per hour x _____ hrs | Room: | \$ | |
| Additional Equipment Fee | \$ | *indicated on reverse side | \$ | |
| Attendant Fee | _____ hrs x \$10.00/hr | | \$ | |
| TOTAL DUE at time of request | | | Date Paid: Cash / Chk / CC | \$ <i>see attached</i> |

Please return this form to the Manitowoc Senior Center/Recreation Department located at 3330 Custer Street, Manitowoc, WI 54220 (920) 686-3060. Business Hours: M-F 8am-4pm

2020 HFM Lean on the Lakeshore request for use of Manitowoc Senior Center

| | <u>Fees</u> |
|-------------------------------------------------------------------------------------------|-------------|
| Sunday Jan 5 th 9am to 2pm Kick Off | \$ 140 |
| Wed Jan 8 th 5pm and 6pm with Matt DiMarco Learn to Lift | \$ 100 |
| Monday Jan 13 th 5pm to 7:30pm with Jn Ross -- Create your own workout at home | \$ 100 |
| Friday Jan 17 th 5:30pm Zumba Strong with Beth Gruenke | \$ 100 |
| Wed Jan 22 nd 5:30pm PIYo with Megan Patterson | \$ 100 |
| Wed Jan 29 th 5:30pm TaiChi with Trudy VanDaHuvel | \$ 100 |
| Friday Feb 7 th 5pm to 7pm Pilates with Joni Shavlik | \$ 100 |
| Wed Feb 19 th 5:30pm Derek Bown Chiropractor -- exercises for a healthy back | \$ 100 |
| Sat Feb 22 nd 8am Pound with Sandra McNeill | \$ 160 |
| Monday March 2 nd 5:30pm Senior Center Lucy Vaca | \$ 100 |
| Friday March 13 th 5pm to 7pm Totally Tubular with Joni Shavlik | \$ 100 |
| Wed March 18 th TaiChi with Trudy VanDaHuvel 5pm | \$ 100 |
| Fri March 20 Zumba with Beth Gruenke 5pm | \$ 100 |
| Wed March 25 Kickbox with Megan Patterson 5pm | \$ 100 |
| Friday April 10 th 5:30pm Pound with Sandra McNeill | \$ 100 |
| | <hr/> |
| | \$ 1540.00 |