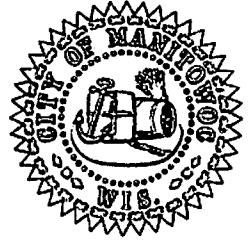




# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



September 1, 2020

Faith Church  
Pastor Kyle Matenaer  
2201 S. 42<sup>nd</sup> Street  
Manitowoc, WI 54220

RE: *Waiver of Fees – Use of Bandwagon – September 27, 2020*

Dear Pastor Matenaer:

Your request for a waiver of fees for use of the bandwagon for your event on September 27, 2020 was acted upon by the Special Events Committee at their meeting of August 26, 2020.

At said meeting the Committee unanimously recommended approval of your request.

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

Very truly yours,

Deborah Neuser  
City Clerk

DN:mrk

Enclosure

cc: Special Events Approval Group

**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](mailto:dneuser@manitowoc.org)**

AUG 20 2020

CITY OF MANITOWOC - PARKS DIVISION  
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 Public Infrastructure 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

Name of event: Faith Church Family Picnic

1. Name of club/organization making request Faith Church  
Address 2201 S. 42nd St Manitowoc WI, 54220 Telephone 414-617-1441

2. Names of club officers: Name Address Telephone  
President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_

3. Facility requested: \_\_\_\_\_

Equipment requested: Band Wagon

4. Specific dates and hours facility/equipment will be used: Date 9-27-20 Hrs. 8-10

5. Please explain your request, as to what fees you desire waived or reduced and reasons. We desire to do a food/drive to give back and support our community.

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 \_\_\_\_\_

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 \_\_\_\_\_

9. What will revenues be used for? \_\_\_\_\_

10. Do you wish to meet personally with the Committee to discuss this request? Yes \_\_\_\_\_ No   
If "yes," please provide the following information of individual to contact:  
Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signed [Signature] Date 8-19-20

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

When completed, return this form to the City of Manitowoc - Parks Division.  
2655 S. 35<sup>th</sup> St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

AIN  
5350

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/26/2020

EVENT NAME: WAIVER OF FEES: Faith Church Family Picnic

ORGANIZER: Faith Church - Kyle Matenaer

E-MAIL ADDRESS: kylem@faithchurchmanitowoc.org

EVENT DATE: 9/27/2020

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of bandwagon for church service; will be doing a food drive to give back & support the community

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Dan Kaski / SR  
Todd Blaser / SR  
Liz Majerus / SR  
Jason Freiboth / SR

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1) 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. 2) Organizer is encouraged to make public service announcements regarding social distancing & hand washing, etc.