



# CITY OF MANITOWOC

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



December 6, 2017

Monroe Elementary School  
William Bertsche  
2502 S. 14<sup>th</sup> St.  
Manitowoc, WI 54220

RE: Monroe Elementary Staff Holiday Party - January 12, 2018 - Lincoln Park Cabin 2 -  
WAIVER OF FEES

Dear Event Organizer:

The above request was acted upon by the Special Events Committee at the meeting of December 4, 2017, at which time the Committee granted your request.

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  
Chad Scheinoha, Operations Division Mgr.  
Karen Dorow, Business Manager



# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 12/4/2017

**EVENT NAME:** Monroe Elementary Staff Holiday Party

**ORGANIZER:** Monroe School - William Bertsche

**EVENT DATE:** 1/12/2018

**NEW OR RECURRING:** New

**LOCATION/DESCRIPTION:** Use of cabin 2 for a staff holiday get together. The City's Rec. Dept. uses Monroe gym every Mon. & Wed. throughout the year.

**ESTIMATED CITY COSTS:**

POLICE	
FIRE	
PARKS	143
RECREATION	
STREETS	
<b>TOTAL DEPT. COSTS</b>	<b>143</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
<b>WAIVED</b>	<b>143</b>
NON-WAIV. STAKE PERMIT	

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE

DENY

*Todd A. ...*  
*[Signature]*  
*FOR WILLIAM BERTSCHE*  
*[Signature]*

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

**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: Monroe Elementary Staff Holiday Party

1. Name of club/organization making request Monroe Elementary School  
Address 2502 South 14th St. Telephone 920-~~444~~663-9552

2. Names of club officers: Name Address Telephone  
President William Bertsche 4915 Ramikar Ln/Manitowoc 920-323-2698  
Principal \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_

3. Facility requested: Lincoln Park Cabin # 2

Equipment requested: Tables and chairs to use in Cabin # 2

4. Specific dates and hours facility/equipment will be used: Date 1/12/18 Hrs. 5PM - 11PM

5. Please explain your request, as to what fees you desire waived or reduced and reasons. We would like to use Cabin # 2 for a staff holiday get together and would like all fees waived. The Rec. Dept. uses our Monroe gym every Monday and Wednesday all year long. We were

6. Which do you consider your group to be? looking for a place to have our staff holiday party and thought the City would consider reciprocating by allowing us  
A. Community service \_\_\_\_\_ B. Non-profit \_\_\_\_\_ C. Private business \_\_\_\_\_  
D. Club or organization \_\_\_\_\_ E. Other, please explain Public Elementary School to use cabin #2.

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event? thanks for considering!  
Yes \_\_\_\_\_ No X

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 X

If "yes," please provide the following information of individual to contact:

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signed William Bertsche Date 11/2/17

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