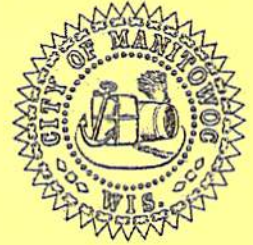


CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



March 21, 2019

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

RE: *Amvets Post 99 - Waiver of Fee Request – Use of Bandwagon*

Dear Mr. Soukup:

Your request for a waiver of rental fees for use of the Wenger Bandwagon and risers on May 27, 2019, for Memorial Day festivities, was acted upon by the Special Events Committee at the meeting of Wednesday, March 20, 2019.

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,

Deborah Neuser
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
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: 3/20/2019

EVENT NAME: Memorial Day Picnic

ORGANIZER: AmVets - David Soukup

EVENT DATE: 5/27/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of the Wenger portable bandwagon for the AmVets Memorial Day Picnic

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	960
RECREATION	
STREETS	
TOTAL DEPT. COSTS	960

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	250
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	1210
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

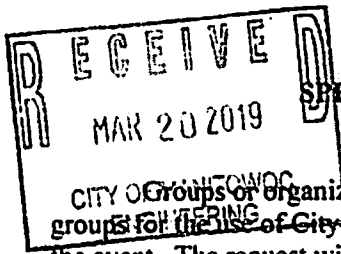
APPROVE

DENY

Todd A.
Sam Soukup
Light

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: MEMORIAL DAY PICNIC

1. Name of club/organization making request Amvets Post 99
Address 4310 CONROE ST Telephone 684-6577

2. Names of club officers: Name Address Telephone
President DENNIS SCHERER 3415 S 15 ST

Secretary JOHN GARCIA 2310 MIRROR APT. 6

Treasurer DOUG RIESTERER

3. Facility requested: WENGER BUILDING

Equipment requested: ONE SET OF RISERS

4. Specific dates and hours facility/equipment will be used: Date 27 MAY 19 Hrs. 11 AM - 6 PM

5. Please explain your request, as to what fees you desire waived or reduced and reasons. SET UP AND TAKE DOWN FEES (AS PAST PRACTICE)

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 ORGANIZATION

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 FOOD BEVERAGES GAMES

9. What will revenues be used for? VETERANS CHARITIES - COMMUNITY SERVICE

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 And E. [Signature] Date 19 MAR 19

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

PUBLIC USE OF WENGER BANDWAGON FORM
City Of Manitowoc - Parks Division
900 Quay Street, 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 Division 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 Division 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 27 MAY 19 for MEMORIAL DAY PICNIC
(event name or purpose)

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

Date: 19 MAR 19

Signature: D. O. Edrup

Printed name: DAVID E. Soudrup

Address: 1007 W 15 ST MTWOC

Phone: (920) 973-2323

.....

_____ Approved

_____ Parks Manager or Designee

_____ Denied

Date: _____

_____ Amount Due (Delivery rate + rental rate plus extra hours, if applicable)

DPI EQUIPMENT CHARGES

Streets & Sanitation Division Equipment (686-3580):

	<u># Needed</u>		<u># of Days*</u>		<u>Cost/Dav</u>		<u>Total</u>	
Barricades								
2'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
3'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
8'	_____	X	_____	X	\$4.00	=	_____	
Rail type-long	_____	X	_____	X	\$2.00	=	_____	
Rail type-short	_____	X	_____	X	\$2.00	=	_____	
Channelizer Drums	_____	X	_____	X	\$3.00	=	_____	
Cones								
18"	_____	X	_____	X	\$1.50	=	_____	
28"	_____	X	_____	X	\$1.50	=	_____	
Safety vests	_____	X	_____	X	No charge	=	No Charge	
Snow fence								
Rolls	_____	X	_____	X	\$4.00	=	_____	
Posts	_____	X	_____	X	No Charge	=	No Charge	
Post driver/pounder	_____	X	_____	X	No Charge	=	No Charge	
Traffic signs	_____	X	_____	X	\$2.00	=	_____	Description _____
	_____	X	_____	X	\$2.00	=	_____	Description _____
	_____	X	_____	X	\$2.00	=	_____	Description _____
Traffic signs (Portable)	_____	X	_____	X	\$3.00	=	_____	Description _____
	_____	X	_____	X	\$3.00	=	_____	Description _____
	_____	X	_____	X	\$3.00	=	_____	Description _____
Other (list items and amounts)								

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'	_____	X	_____	X	\$5.00	=	_____	
Park benches	_____	X	_____	X	\$7.00	=	_____	
Picnic tables	_____	X	_____	X	\$7.00	=	_____	
Risers, platform	_____	X	_____	X	\$15.00	=	_____	Description _____
Security stanchions	_____	X	_____	X	\$5.00	=	_____	
Tent, 10'x10'	_____	X	_____	X	\$30.00	=	_____	
Tent, 10'x20'	_____	X	_____	X	\$35.00	=	_____	
Ticket booths, outdoor	_____	X	_____	X	\$15.00	=	_____	
Trash cans	_____	X	_____	X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***	1	X	4	X	\$240.00	=	960	
Other (list items and amounts)								

TOTAL RENTAL CHARGES 960

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00