

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/10/2021

EVENT NAME: WAIVER OF FEES - Memorial Day Picnic

ORGANIZER: AmVets Post 99 - Dave Soukup

E-MAIL ADDRESS: (none)

EVENT DATE: 5/31/2021

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of the Wenger portable bandwagon for the AmVets Memorial Day Picnic at 4310 Conroe St.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Via Zoom: Karl Koch/sr Jason Freiboth/sr Dan Koski/sr Shawn Alfred/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

DUPLICATE

MAR 01 2021

CITY OF MANITOWOC - DEPARTMENT OF PUBLIC INFRASTRUCTURE
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT

CITY OF MANITOWOC
PUBLIC WORKS

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 Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two (2) years indicating all expenses and all revenues of the group/organization may be requested by the committee. Groups or organizations must be current on all financial accounts with the City of Manitowoc.

ALL QUESTIONS MUST BE ANSWERED

Name of event: MEMORIAL DAY PICNIC

1. Name of club/organization making request Amvets Post 99
Address 430 CONROE ST Telephone 684-6577

2. Names of club officers: Name Address Telephone
President DENNIS SCHERER 3415 S. 15 ST (920) 323-0134
Secretary JOE SCHMIT 2326 S 21 (920) 252-3417
Treasurer DAUG BUSTERR 4334 COUNTRY LN (920) 242-3385

3. Facility requested: WENGER BANDWAGON
Equipment requested: 1 SET OF RISERS

4. Specific dates and hours facility/equipment will be used: Date(s) MEMORIAL DAY 31 MAY 21 Hrs. 11am-5pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. Setup AND TAKE DOWN FEE AS PAST PRACTICE

6. Which do you consider your group to be?
A. Community service X B. Non-profit X C. Private business _____
D. Club or organization X E. Other, please explain VETERANS ORGANIZATION

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes X No _____

8. If #7 is "yes," explain and list specific charges WILL HAVE FEE FOR FOOD AND BEVERAGES

9. What will revenues be used for? REVENUES WILL BE USED FOR COMMUNITY SERVICE PROGRAMS AND FOR VETERANS PROGRAMS AND VETERANS NEEDS.

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 _____ Date _____

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 - Dept. of Public Infrastructure
900 Quay St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

A/N
R5609

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 Public Infrastructure Committee. Such request may be granted by the Public Infrastructure 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 Public Infrastructure 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) 31 May 21 Memorial Day for Amvets Memorial Day Picnic.
(event name or purpose)

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

Date: 4 MAR 21

Signature: David E. Soukup

Printed name: DAVID E. SOUKUP

Address: 1007 N 15 ST

Phone: (920) 973-2305

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_____ Approved

_____ Parks Manager or Designee

_____ Denied

Date: _____

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