



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



June 30, 2016

Ms. Abby Jeske, Asst. Store Director
Festival Foods
2151 S. 42nd Street
Manitowoc, WI 54220

RE: Request for Waiver of Fees

Dear Ms. Jeske:

Your recent request for a Waiver of Fees for use of the Dewey Street Park for the concession stand, open air shelter and Miracle League Field beginning at 6:00 p.m. for your Festival Foods Associate Picnic on August 2, 2016, was acted upon by the Special Events Committee at the meeting of June 28, 2016.

At said meeting, the Committee unanimously recommended granting of request.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

cc: Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/28/2016

EVENT NAME: WAIVER OF FEES - Festival Foods Company Associate Picnic

ORGANIZER: Festival Foods - Abby Jeske

EVENT DATE: 8/2/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Waiver of fees request for use of Dewey St. Park concession stand/open air shelter and also Miracle League Field beginning 6 p.m.

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	57
RECREATION	45.75
STREETS	
TOTAL	102.75

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0

GRAND TOTAL

COMMITTEE CONCERNS: No use of cleats on field.

COMMITTEE DECISION:

APPROVE

DENY

Handwritten signatures and initials under APPROVE:
 [Signature: Kenneth McDaniel]
 [Signature: SER] [Signature: WATCHMAN]
 [Signature: Todd H.]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Please pick up keys at the Parks Office at 2655 S 35th St. between 7 AM and 4 PM. Call 920-686-3580 for questions.

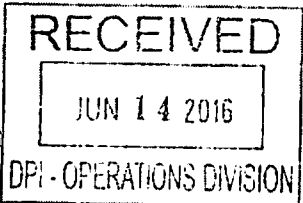
6-30 No SER per SR.

Deborah Neuser

From: Sandy Ronski
Sent: Thursday, June 23, 2016 11:25 AM
To: SpecialEvents
Subject: Waiver of fees request - Festival Foods Company Associate Picnic 08-02-16
Attachments: Festival Foods Company Associate Picnic 08-02-16.pdf

Attached is a Waiver of Fees Request that will be discussed at the next Special Event Committee meeting. They are requesting use of the concession stand/open air shelter and also use of the Miracle League Field after 6 p.m. (The Special Olympics group is practicing from 4 p.m. to 6 p.m.)

Sandy Ronski
Operations Clerk II
Cemetery, Parks, Transit, and Streets & Sanitation Divisions
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
Phone: 920-686-6518
Fax: 920-686-6525
www.manitowoc.org



MANITOWOC PARKS DEPARTMENT
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 Parks & 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

- Name of club/organization making request Festival Foods
Address 2151 542nd St Manitowoc Telephone 920-645-6880
- Names of club officers: Name Address Telephone Work Cell
President Abby Jeske 920-645-6880 920-629-873
Secretary _____
Treasurer _____
- Facility requested: Dewey St Park / concession stand - open air shelter
Equipment requested: Miracle League field after 5 pm.
- Specific dates and hours facility/equipment will be used: Date Tues Aug 2 Hrs. 12-9pm
- Please explain your request, as to what fees you desire waived or reduced and reasons. The concession stand and open air shelter. we are using for company picnic. In the past the city was kind enough to waive our fee due to how much Festival contributes to the community.
- Which do you consider your group to be?
A. Community service _____ B. Non-profit _____ C. Private business X
D. Club or organization _____ E. Other, please explain _____
- Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes _____ No X
- If #7 is "yes," explain and list specific charges N/A
- What will revenues be used for? Company Associate Picnic
- 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 Abby Jeske Date 6/15/16

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 Parks Department, 2655 S. 35th St., Manitowoc, WI 54220.

Committee Action: Approved _____ Denied _____ Date _____

approx. 100 people

Sandy Ronski

From: Abby Jeske <AJeske@festfoods.com>
Sent: Wednesday, June 15, 2016 9:54 AM
To: Sandy Ronski
Subject: Park Department Waiver
Attachments: 20160615095344578.pdf

Sandy,

I have attached the waiver for the parks department. After talking to some of the team here we decided that the Dewey Street Park would be a nice option and close to Festival. That way associates that are working would be able to come and get some food. We also decided that if it works Tuesday August 2 would be a good day. Would you be able to reserve that day for us or do I need to call the parks and rec office. Please let me know. If you do have any questions let me know as well. Thank you for your help and your time.

Abby Jeske
Assistant Store Director-PM
Skogen's Festival Foods
2151 South 42nd Street
Manitowoc, WI 54220
920-645-6880
ajeske@festfoods.com
www.festfoods.com