



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



April 21, 2016

Karen Szyman
The Chamber of Manitowoc County
1515 Memorial Dr.
Manitowoc, WI 54220


RE: Waiver of Fee Request

Dear Ms. Szyman:

Your request to waive fees for rental of the Lincoln Park Fieldhouse, grill and picnic tables on June 15, 2016, for your Chamber of Manitowoc County Picnic, was acted upon by the Special Events Committee on April 18, 2016.

At said meeting, the Committee approved your request for waiver of the fees.

Very truly yours,


Jennifer Hudon
City Clerk

JH:dan

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/18/2016

EVENT NAME: WAIVER OF FEES - Chamber of Manitowoc County Picnic

ORGANIZER: Chamber of Manitowoc County - Karen Szyman

EVENT DATE: 6/15/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Lincoln Park Fieldhouse, picnic tables & grill for picnic

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	120
RECREATION	0
STREETS	0
TOTAL	120

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

SCOTT KRATCIWISZ
10 del A
[Signature]
Karen Szyman



COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

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

1. Name of club/organization making request The Chamber of Manitowoc County
Address 1515 Memorial Drive Telephone 920-684-5575

2. Names of club officers:

Name	Address	Telephone
President <u>Karen Syman</u>	<u>1515 Memorial Drive</u>	<u>920-684-5575</u>
Exec. Director _____	_____	_____
Secretary _____	_____	_____
Treasurer _____	_____	_____

3. Facility requested: Lincoln Park Fieldhouse
Equipment requested: grill, picnic tables

4. Specific dates and hours facility/equipment will be used: Date 6/15/16 Hrs. Noon - 8 pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. _____

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 Membership Service 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 _____

9. What will revenues be used for? _____

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

Signed Karen Syman Date 4/6/2016

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 _____

Sandy Ronski

From: Karen Szyman <kszyman@chambermanitowoccounty.org>
Sent: Tuesday, April 12, 2016 1:42 PM
To: Sandy Ronski
Subject: RE: Waiver of fees request for Lincoln Park Fieldhouse

My goodness, sorry about that error ☺ The date is June 15, and we will be there from Noon-8:00pm

From: Sandy Ronski [<mailto:sronski@manitowoc.org>]
Sent: Monday, April 11, 2016 1:07 PM
To: Karen Szyman
Cc: Karen Dorow
Subject: Waiver of fees request for Lincoln Park Fieldhouse

I received your Waiver of Fees request; however, there is no date or times listed on the form. What date did you want to use the fieldhouse? I don't see anything booked yet under the Chamber or your name.

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
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