



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



June 21, 2019

Lakeshore CAP Inc. of Wisconsin
Attn: Colleen Homb
PO Box 2315
Manitowoc, WI 5420

RE: Stake Permit -0.5K – Lincoln Park – August 17, 2019

Dear Ms. Homb:

On June 19, 2019, the Special Events Committee approved your Stake Permit for tent and signs at your event on August 17, 2019.

Please note that event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground.

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: 6/19/2019

EVENT NAME: STAKE PERMIT - Lakeshore CAP 0.5K

ORGANIZER: Lakeshore CAP Inc. of WI - Colleen Homb

EVENT DATE: 8/17/2019

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Request to stake tent & start/finish signs at the event

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	
TOTAL DEPT. COSTS	0

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	
WAIVED -ROOM TAX	0
NON-WAIV. STAKE PERMIT	50

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

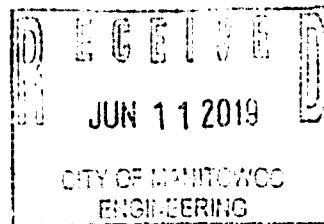
DENY

Colleen Homb
Todd Homb
Supervisor
ht

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

City of Manitowoc
Stake Permit



There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked more than 3" into the ground on City property or right-of-way. Stakes may only be placed in approved areas. The City reserves the right to require additional insurance.

Event name/description: Lakeshore CAP Inc of Wisconsin

Location (park name or property address): Lincoln Park

Date(s) of event: 8/17/19 Time: Setup 8am event 4-11pm

What items will be erected or placed on City property or right-of-way?

Bounce house Yes, size _____ No

If electric, where will item be plugged in? _____

Tent or canopy Yes, size still working on this No

Fence Yes, size _____ No

Sign Yes, size 8 x 2 No

Other (describe) _____ Size _____

If electric, where will item be plugged in? n/a

Permit holder MUST provide a diagram of where item(s) will be placed.

Name and address of event organizer:

Colleen Hamb — work address Lakeshore CAP
1708 28th St PO Box 2315
Two Rivers, WI 54241 Manitowoc, WI
54220

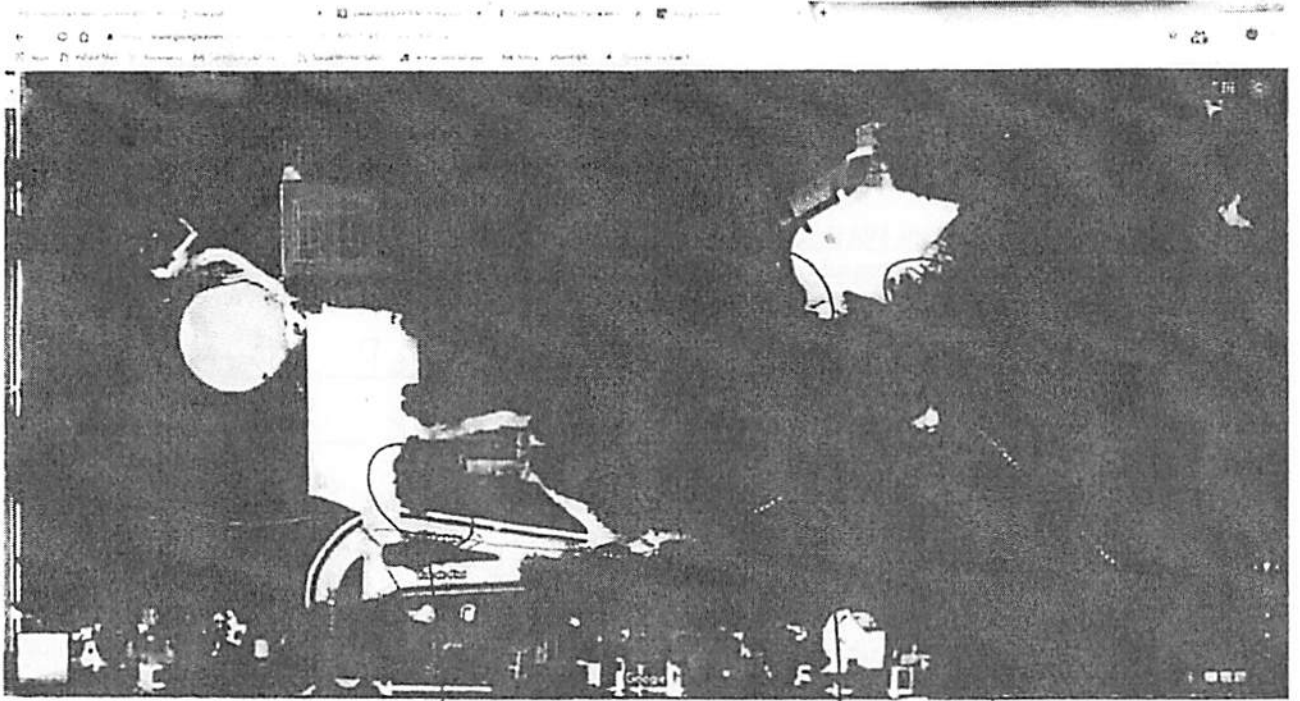
Phone #: _____

Return form to: City of Manitowoc – Parks Division
900 Quay St.
Manitowoc, WI 54220
Phone: 920-686-3580 • Fax: 920-686-6525
E-mail: parksadmin@manitowoc.org



Office use only:

Approved by: _____ Date: _____



possible stakes
for 'start' sign,
but may not
be necessary.

Tent

possible stakes
for finish sign
but may not
be necessary.

Sandy Ronski

From: Colleen Homb <colleenh@lakeshorecap.org>
Sent: Tuesday, June 11, 2019 8:56 AM
To: ParksAdmin
Subject: Stake Permit request
Attachments: Stake Permit request form.pdf

Hello,

Lakeshore CAP applied for and received a Special Events permit for our 0.5K event taking place August 17th at Lincoln Park. After doing so, we realized we will most likely need to stake down a tent and possibly some banners. When I contacted the City to see how to proceed they suggested I complete a Stake Permit application. Please find attached the application.

Thank you,

Colleen Homb
Executive Director
Lakeshore CAP

920-682-3737

Mackenzie Reed-Kadow

From: Sandy Ronski
Sent: Tuesday, June 18, 2019 12:27 PM
To: SpecialEvents
Subject: FW: Stake Permit - Lakeshore CAP 0.5K 08-17-19
Attachments: Lakeshore CAP Stake Permit 08-17-19.pdf

The Lakeshore CAP 0.5K event was approved by Council on May 20th. They have now sent in a stake permit which will be discussed at the next Special Events Committee meeting.

Sandy Ronski
Operations Clerk II
Transit, Cemetery, & Parks
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

From: Sandy Ronski
Sent: Tuesday, April 16, 2019 10:08 AM
To: SpecialEvents
Subject: Dept. Recommendation Form - Lakeshore CAP 0.5K 08-17-19

New event

If the Special Event Committee would like Colleen Homb to attend a meeting to discuss the event, she could come on April 24th.

Sandy Ronski
Operations Clerk II
Transit, Cemetery, Parks, & Lift Bridges
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
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