



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



September 22, 2016

Mr. Paul Krock
Manitowoc Professional Police Association
910 Jay St.
Manitowoc, WI 54220


RE: Waiver of Fee Request

Dear Mr. Krock:

Your request to waive fees for rental of the Lincoln Park Fieldhouse on December 11, 2016, for your Children's Christmas Party, was acted upon by the Special Events Committee on September 19, 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

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/19/2016

EVENT NAME: WAIVER OF FEES - Children's Christmas Party

ORGANIZER: Manitowoc Professional Police Assoc. - Paul Krock

EVENT DATE: 12/11/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Lincoln Park Fieldhouse for children's Christmas party

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	182
RECREATION	
STREETS	
TOTAL	182

ESTIMATED EVENT HOLDER CHARGES:

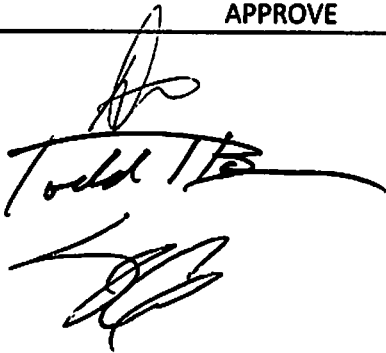
LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
GRAND TOTAL	182

COMMITTEE CONCERNS:

COMMITTEE DECISION:

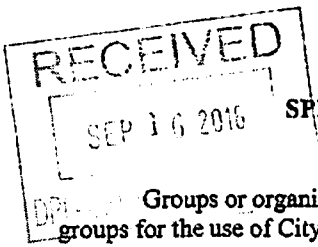
APPROVE

DENY



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: Children's Christmas Party

1. Name of club/organization making request Manitowoc Professional Police Association
Address 910 Jay St. Manitowoc, WI 54220 Telephone 920-686-6551

2. Names of club officers: Name Address Telephone
President Detective Andrew Trolling 910 Jay St. Manitowoc WI 920-686-6551
Secretary Detective Tom Pusel 910 Jay St. Manitowoc WI 920-686-6551
Treasurer Office Nickel Place 910 Jay St. Manitowoc WI 920-686-6551

3. Facility requested: Lincoln Park Fieldhouse

Equipment requested: Tables and chairs

4. Specific dates and hours facility/equipment will be used: Date 12/11/16 Hrs. 9am-3pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. We would like all fees to be waived for this non-profit event as the MPAA provides financial sponsorships for many local organizations.

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

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

8. If #7 is "yes," explain and list specific charges N/A

9. What will revenues be used for? N/A

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

Signed Paul Krod Date 8/30/16

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