

Parks & Rec
1-5-15

15-045

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 Manitowoc County Fair
Address PO Box 1011, 4921 Expo Dr, Manitowoc 54221-1011 Telephone 920-683-4378

2. Names of club officers: Name Address Telephone
President Jerome Vetting 1439 Lee Circle, Manitowoc 920-682-5083
Secretary Michelle Hackmann 4117 Clover Road, Manitowoc 920-323-1607
Treasurer Kevin Behnke, Finance Chair 8707 Northeim Lane, Newton 920-726-4562

3. Facility requested: _____
Equipment requested: Bandwagon

4. Specific dates and hours facility/equipment will be used: Date August 24-31, 2015 Hrs. 8am, Aug 24

5. Please explain your request, as to what fees you desire waived or reduced and reasons. The bandwagon will be used for community events including a talent show for youth, possible Tae Kwon Do, dance and more.

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 _____

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 Possible sponsor for the bandwagon if fees are assessed.

9. What will revenues be used for? If there is a fee for the bandwagon, the Manitowoc County Fair board and staff may need to try to raise sponsorship money for the use of the bandwagon.

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 Jennell Krizek Address 4921 Expo Dr, Manitowoc Telephone 920-683-4378

Signed Jennell Krizek Date 11-20-14

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 _____

Deborah Neuser

From: Sandy Ronski
Sent: Friday, December 26, 2014 10:42 AM
To: Deborah Neuser
Cc: Karen Dorow; Sue Reilly
Subject: FW: Wenger Bandwagon Request Form
Attachments: Bandwagon Request Manitowoc County Fair112514.pdf; Waiver of fees - Manitowoc County Fair.pdf

I'm not sure if I sent you this previously, since I don't see it in Legistar. Use of the Wenger band wagon needs approval from the Park & Rec. Committee, but Council will need to vote on the fee waiver.

The total fees are \$965 (\$500 for delivery, setup, & removal plus \$465 for rental fees).

Sandy Ronski

Operations Clerk II
Cemetery/Parks/Transit/Streets & Sanitation Depts.
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

From: Jennell Krizek [<mailto:JennellKrizek@co.manitowoc.wi.us>]
Sent: Wednesday, November 26, 2014 9:58 AM
To: Sandy Ronski
Cc: Karen Dorow; Sue Reilly
Subject: RE: Wenger Bandwagon Request Form

Hi Sandy,

Attached is the revised request form and the waiver of fees form.

Just a note - the Manitowoc County Expo/Fair is overseen by the county, but we do not receive any funding from the county. We are self-sufficient and rely on the revenue from fair as well as other events hosted at the Expo grounds.

Thank you for your consideration.

Jennell Krizek

Manitowoc County Expo & Ice Center
4921 Expo Drive
PO Box 1011
Manitowoc WI 54221-1011
P: 920.683.4378
C: 920.323.9037
F: 920.683.5058

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PUBLIC USE OF WENGER BANDWAGON FORM
City Of Manitowoc - Parks Department
2655 S 35th Street, Manitowoc, 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 Department 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 Department at least seven days prior to the use of same, who will refer same to the Parks & Recreation Committee. Such request may be granted by the Parks & Recreation Committee when said request does not interfere with the scheduled use of the bandwagon or work program of the park crews.

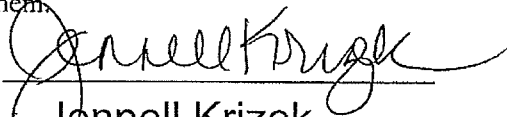
The bandwagon shall not be removed from the City limits without the approval of the Parks & Recreation Committee.

Resolution dated May 20, 1974, amended May 19, 1980

The following Manitowoc County Fair requests the use of the above bandwagon for
(individual or group)
the date(s) August 24, 2015 for August 31, 2015
(event name or purpose)

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

Date: November 26, 2014

Signature: 

Printed name: Jennell Krizek

Address: PO Box 1011, 4921 Expo Dr., Manitowoc WI 54221-1011

Phone: 920-683-4378



_____ Approved

_____ Parks Manager or Designee

_____ Denied

Date: _____

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