

Parks Rec.



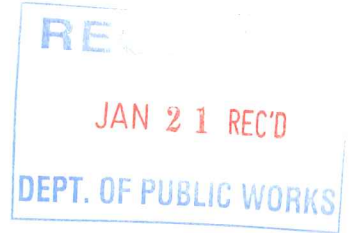
Special Events Request

15-189

2300 Western Avenue • P.O. Box 1450
Manitowoc, WI 54221-1450
Phone (920) 320-2011

January 14, 2015

City of Manitowoc, Common Council
Attn: Sandy Ronski, Parks Department
2655 South 35 Street
Manitowoc WI 54220



Dear Sandy:

Holy Family Memorial is planning a 2015 summer picnic for approximately 1,000 staff and volunteers. We would like to request the use of Silver Creek Park for this function. The date of the picnic will be August 22nd from 11:00am until 6:00pm.

If required, a check for the deposit will be sent to you after we have been notified that approval has been granted.

We ask your consideration, input, and approval of the following activities:

Use of field house and grounds

Food to be served free to those in attendance using concession stand

Beer and wine to be sold by a Class ^C/_B liquor license holder

Security will be provided by HFM Security Department personnel

Parking guides will be provided by HFM

Dumpsters/trash removal will be provided by Pozorski Hauling

Games will be held throughout the day in the Field House and on the grounds

A Certificate of Insurance is already on file with the City. Please let me know if one specific to this event is required.

Please review the above and send a written confirmation for this event. Thank you for your time and consideration of our request.

Sincerely,

Clare Jeffery
Human Resources, Event Coordinator

cc: LPI 1-21-15 jmw