



# CITY OF MANITOWOC

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May 25, 2016

Manitowoc Lincoln High School  
Dave Steavpack  
1433 S. 8<sup>th</sup> St.  
Manitowoc, WI 54220

RE: Waiver of Fee Request

Dear Mr. Steavpack:

*Aug. 29<sup>th</sup>*

Your request to waive fees for rental of the Lincoln Park Fieldhouse and a portable grill on ~~June 15~~, 2016, for your Lincoln High School staff event, was acted upon by the Special Events Committee on May 23, 2016.

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

Very truly yours,

A handwritten signature in cursive script that reads "Jennifer Hudon".

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: 5/23/2016

EVENT NAME: WAIVER OF FEES - Lincoln High School Staff Event

ORGANIZER: Lincoln High School - Dave Steavpack

EVENT DATE: 8/29/2016

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of LP fieldhouse & portable grill for a staff event

**ESTIMATED CITY COSTS:**

POLICE	
FIRE	
PARKS	218
RECREATION	
STREETS	
<b>TOTAL</b>	<b>218</b>

**ESTIMATED EVENT HOLDER CHARGES:**

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

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

*Rob B...*  
*...*  
*...*  
*Toddy B...*  
*...*

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

**RECEIVED**  
 MAY 18 2016  
 DPI - OPERATIONS DIVISION

**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 Lincoln HS  
 Address 1433 S. 8th St Telephone (920) 663-9607

2. Names of club officers: Name Address Telephone  
 President \_\_\_\_\_  
 Secretary Dave Steavpack 1433 S. 8th St (920) 663-9607  
 Treasurer \_\_\_\_\_

3. Facility requested: Lincoln Park Fieldhouse (largest house)  
 Equipment requested: large grill

4. Specific dates and hours facility/equipment will be used: Date Monday Aug. 09 Hrs. 1p - 8pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. Request to waive grill and fieldhouse fees. With mutual use agreements between Parks Dept and school district, many facilities are shared between both entities.

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 School District

*(staff event)*

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?  
 Yes \_\_\_\_\_ No X

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 X No \_\_\_\_\_  
 If "yes," please provide the following information of individual to contact:  
 Name Dave Steavpack Address 1433 8th St. Telephone (920) 663-9607

Signed D Steavpack Date 5/18/2016

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 \_\_\_\_\_

## **Deborah Neuser**

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**From:** Sandy Ronski  
**Sent:** Friday, May 20, 2016 8:51 AM  
**To:** SpecialEvents  
**Subject:** Waiver of Fees Request - Lincoln High School Staff Event 08-29-16  
**Attachments:** Waiver of fees - Lincoln HS Staff Event 08-29-16.pdf

This is a Waiver of Fees request for use of the Lincoln Park Fieldhouse and a portable grill for a Lincoln High School Staff Event, which will be discussed at the next Special Event Committee meeting.

**Sandy Ronski**  
Operations Clerk II  
Cemetery/Parks/Transit/Streets & Sanitation Divisions  
City of Manitowoc  
2655 S 35th St.  
Manitowoc, WI 54220  
920-686-6518  
920-686-6525 fax  
[www.manitowoc.org](http://www.manitowoc.org)