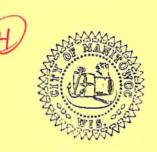


WISCONSIN, USA www.manitowoc.org



May 25, 2016

Manitowoc Lincoln High School Dave Steavpack 1433 S. 8th St. Manitowoc, WI 54220

RE: Waiver of Fee Request

Dear Mr. Steavpack:

, Aug. 29th

Your request to waive fees for rental of the Lincoln Park Fieldhouse and a portable grill on June 45, 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,

Jenife Wudon

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:		ESTIMATED EVENT HOLDER CHARGES:	
POLICE		LATE APPL. FEE (<60 days)	
FIRE		STAKE PERMIT	
PARKS	218	DELIVERY CHARGES	
RECREATION		(if delivery requested)	
STREETS		TOTAL E.H. CHARGES	0
TOTAL	218		
Designation of which the	The second second	GRAND TOTAL	
COMMITTEE CONCERNS:			
COMMITTEE DECISION:			
APPROVE		DENY	
0101			
163 13/15			
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A.J.			
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COUNCIL ACTION REQUIRED:			
ITEMS TO INCLUDE IN LETTER:			
TIEWIS TO INCLUDE IN LETTER:			

Event 5

RECEIVED

MAY 1 8 2016

MANITOWOC PARKS DEPARTMENT

SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES FOR USE OF CITY FACILITIES OR EQUIPMENT

DPI - OPERATIONS DIVISION

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 clu Address	b/organizatio 433 <u>S.</u> /	on making requ	esc Manitowic	<u>Licola</u> Telephone_	HS 1929 663-960	7
2.	Names of cl	ub officers:	<u>Name</u>	Address		<u>Telephone</u>	
	Secretary _	Dave	Steavpac	k 1433 S. a	248 PA	(920) 683-9607	
	Treasurer _						
3.	Facility requ	ested: _	Lincoln	Dark Field	lhonse (largest honsel	
	Equipment r	equested: .	large gi	rill			
4.	Specific date	s and hours	facility/equipme	ent will be used: Date	Menday An	1.09 Hrs. 1p -	Spm
5.	Please explai	in vour <i>t</i> eenue	est as to what fi	ees van desire waived	or reduced and	reasons RODIOST +	o waire
6.	Which do vo	u consider v	our group to be	foe it it it is are in it. B. Non-profit E. Other, please expli		ments between wen both entries rivate business Aistrict	s. (Staf
7.		be collected,	tickets sold, co			junction with the event?	
8.	If #7 is "yes,"	" explain and	d list specific ch	arges			- Tarvon
9.	What will rev	enues be use	ed for?				
10.	Do you wish If "yes," plea Name Doy	to meet pers se provide the	onally with the ne following info	Board/Committee to committee to	liscuss this requ I to contact:	rest? Yes <u>Y</u> Ff Ne Telephone (22) 60	1ded. - 13-9607
Signed_	6		up anh			5/18/2016	
Please a	ttach any add	tronal inform	nation which yo	ou feel will assist the c	ommittee in eva	aluating your request.	
When c 54220.	ompleted, th	is form is to	be returned to	the Manitowoc Parl	ks Department	, 2655 S. 35 th St., Manit	owoc, WI
Commit	tee Action:	Approved	l	Denied		Date	

Deborah Neuser

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
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