



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

September 28, 2017



Manitowoc Professional Police Association
910 Jay St.
Manitowoc, WI 54220

RE: *Waiver of Fees – Children's Christmas Party – December 17, 2017*

Dear Event Organizer:

The above request was acted upon by the Special Event Committee at the meeting on September 25, 2017, at which time the committee granted your request.

For 2017, as part of the Mayor's budget all fees for special events were waived. The 2018 budget has not been set. Non-waivable fees will be charged as set by policy.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Deborah Neuser
City Clerk

DAN:mrk

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

Deborah Neuser, CMC, City Clerk
CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543
Phone (920) 686-6950 · Fax (920) 686-6959 · dneuser@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/25/2017

EVENT NAME: Children's Christmas Party

ORGANIZER: Manitowoc Professional Police Assoc. - Paul Krock

EVENT DATE: 12/17/2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Lincoln Park Fieldhouse for 2 days (1-setup, 1-event) for Christmas Party for disadvantaged youth

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	364
RECREATION	
STREETS	
TOTAL	364

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	 364

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

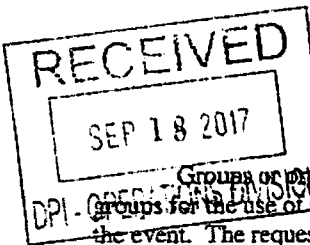
DENY



Handwritten signatures of committee members, including names like 'Toby Burt' and 'Todd J. ...'.

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 Andrew Trilling 910 Jay St. Manitowoc, WI 920-686-6551
Secretary Jennifer Puzi 910 Jay St. Manitowoc, WI 920-686-6551
Treasurer Mark Schroeder 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 12/17/17 Hrs. 9 AM - 3 PM

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. The MPPA provides financial sponsorships for many local youth organizations.

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 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
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed Paul Kroth Date 9/15/17

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