



# CITY OF MANITOWOC

WISCONSIN, USA  
www.manitowoc.org



August 25, 2016

QPS Employment Group  
824 Washington St.  
Manitowoc, WI 54220

Gentlemen:

RE: Stake Permit – QPS Employment Pokemon Manufacturing Job Fair  
August 29, 2016

On August 22, 2016, the Special Events Committee approved your Stake Permit for tent/canopy and yard sign at your event on August 29, 2016.

Please note that event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground.

Very truly yours,

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: 8/22/2016

EVENT NAME: STAKE PERMIT - QPS Employment Pokemon Manufacturing Job Fair

ORGANIZER: QPS Employment Group - James Israel

EVENT DATE: 8/29/2016

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Request to place 8x8 tent/canopy & yard sign at Burger Boat Park for employment fair at Pokemon hot spot

**ESTIMATED CITY COSTS:**

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	
TOTAL	0

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	
STAKE PERMIT	50
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
<b>TOTAL E.H. CHARGES</b>	<b>50</b>
 <b>GRAND TOTAL</b>	 <b>50</b>

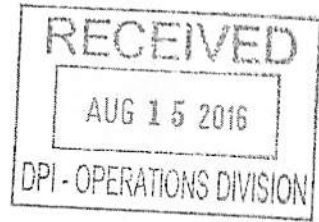
COMMITTEE CONCERNS:

COMMITTEE DECISION:

<p>APPROVE</p> <p><i>SECRET</i></p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p>		<p>DENY</p> <p><i>8-25-16</i></p> <p><i>Pang.</i></p> <p><i>920 769-1000</i></p> <p><i>disregard</i></p> <p><i>25 people</i></p> <p><i>per Sandi</i></p>
---	--	--

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc  
**Stake Permit**

**There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked more than 3" into the ground on City property or right-of-way. Stakes may only be placed in approved areas. The City reserves the right to require additional insurance.**

Event name/description: QPS Employment Rosemon Manufacturing job fair  
Date(s) of event: 8/29 Time: 2-6

What items (or items of similar nature) will be erected or placed on City property or right-of-way?

Bounce house  Yes, size \_\_\_\_\_  No

If electric, where will item be plugged in? \_\_\_\_\_

Tent or canopy  Yes, size 8' x 8'  No

Fence  Yes, size \_\_\_\_\_  No

Sign  Yes, size yard sign  No

Other (describe) \_\_\_\_\_ Size \_\_\_\_\_

If electric, where will item be plugged in? \_\_\_\_\_

**Permit holder MUST provide a diagram of where item(s) will be placed.**

Name and address of event organizer:

QPS Employment Group  
624 Washington St  
Manitowoc, WI 54220

Phone #: 920-761-1003

**Return form to:** City of Manitowoc - Parks Division  
2655 S 35<sup>th</sup> St.  
Manitowoc, WI 54220  
Phone: 920-686-3580 • Fax: 920-686-6525  
E-mail: parksadmin@manitowoc.org



**Office use only:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_