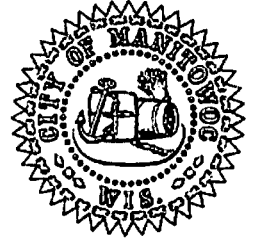




# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



July 10, 2020

Vacation Bible School – Faith Church  
2201 S. 42<sup>nd</sup> Street  
Manitowoc, WI 54220

RE: *Waiver of Fees – Faith Church Vacation Bible School – July 18 – July 24, 2020*

Dear Event Organizer:

The above request was acted upon by the Special Event Committee at the meeting on July 8, 2020, at which time the committee granted your request.

Please call Billy Hutterer at (920)323-7842 to arrange a time to meet and pick up items at the Department of Public Infrastructure building at 2655 S. 35<sup>th</sup> St. on a weekday before 3:30 p.m.

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived.

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

Very truly yours,

Mackenzie Reed-Kadow  
Deputy City Clerk

mrk

cc: Special Events Approval Group

**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](mailto:dneuser@manitowoc.org)**

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/8/2020

EVENT NAME: WAIVER OF FEES: Faith Church Vacation Bible School

ORGANIZER: Faith Church - Julie O'Toole

E-MAIL ADDRESS: julieo@faithchurchmanitowoc.org

EVENT DATE: 7/18-7/24/20

NEW OR RECURRING: New

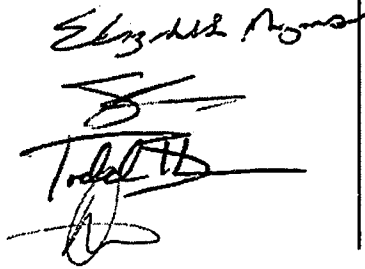
LOCATION/DESCRIPTION: Use of various traffic control items & safety items for decorations

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

|  |  |
|--|--|
|  |  |
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COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1) Please call Billy Hutterer at (920) 323-7842 to arrange a time to meet & pick up items at the Department of Public Infrastructure building at 2655 S 35th St. on a weekday before 3:30 p.m. 2) When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.

**CITY OF MANITOWOC - DEPARTMENT OF PUBLIC INFRASTRUCTURE  
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 Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two (2) years indicating all expenses and all revenues of the group/organization may be requested by the committee. Groups or organizations must be current on all financial accounts with the City of Manitowoc.

**ALL QUESTIONS MUST BE ANSWERED**

Name of event: Vacation Bible School - Faith Church

1. Name of club/organization making request: Faith Church

Address: 2201 S. 42<sup>nd</sup> Telephone: 440-452-6540

2. Names of club officers: Name Address Telephone  
 President: Children's Director - Julie O'Toole - 440-452-6540

Secretary: Jennifer Sorenson - 920-684-7208

Treasurer: \_\_\_\_\_

3. Facility requested: Construction Equipment for Stage design

Equipment requested: Road closed signs with barricades, road barriers, orange construction barrels + cones, hard hats (things like

4. Specific dates and hours facility/equipment will be used: Date(s) 7-18-20 - Hrs. these to decorate 7-24-20

5. Please explain your request, as to what fees you desire waived or reduced and reasons. We have a VBS this year that is construction theme. We would like to use any construction things to help decorate our church for the week. Equipment would be used for decorations.

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 VBS is a free event to all

Kids K-6<sup>th</sup> grade. We do a coin war to collect money for Lakeshore Foster Family and Friends. All money ~~collected~~ received will be donated.

9. What will revenues be used for?  
decorations

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: Jul O'Toole Date: 7-2-20

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

When completed, return this form to the City of Manitowoc - Dept. of Public Infrastructure  
 900 Quay St., Manitowoc, WI 54220 Phone 920-686-3580 Fax 920-686-6525 E-mail parksadmin@manitowoc.org