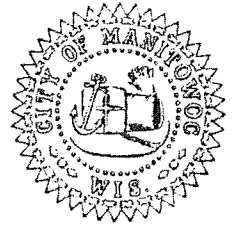




# CITY OF MANITOWOC

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



July 14, 2015

Mr. John Borski  
Festival Foods  
2151 S. 42<sup>nd</sup> Street  
Manitowoc, WI 54220

RE: Request for Waiver of Fees

Dear Mr. Borski:

Your recent request for a Waiver of Fees for use of the Citizen Park diamond 2, concession stand and open air shelter for your Festival Foods Associate Picnic on August 4, 2015 from 2:00 p.m. to 9:00 p.m., was acted upon by the Special Events Committee at the meeting of Monday, July 13, 2015.

At said meeting, the Common Council unanimously recommended granting of request.

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

Very truly yours,

Jennifer Hudon  
City Clerk

JH:dan

cc: Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)  
Karen Dorow, Business Manager

*Jennifer Hudon, MPA, City Clerk/Deputy Treasurer*  
CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543  
Phone (920) 686-6950 · Fax (920) 686-6959 · [jhudon@manitowoc.org](mailto:jhudon@manitowoc.org)



# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/13/2015

EVENT NAME: Festival Foods Associate Picnic

ORGANIZER: Jason Kaderabek - Festival Foods

EVENT DATE: 8/4/2015

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Request for waiver of fees for CP diamond 2, Concession Stand, & Open Air Shelter from 2 p.m. to 9 p.m.

**ESTIMATED CITY COSTS:**

STREETS	0
PARKS	96
RECREATION	105
FIRE	0
POLICE	0
<b>TOTAL</b>	<b>201</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
<b>TOTAL COLLECTED</b>	<b>0</b>

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

*[Handwritten signatures]*  
 Nick Remer  
 Todd H.

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

JUL 6 9 AM '01

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 Festival Foods  
Address 2151 South 42nd Street Telephone 920-645-6880

2. Names of club officers: Name Address Telephone  
Store Manager President John Borski 2151 South 42nd Street (920) 645-6880  
Manager Secretary Jason Kuderabek 2151 South 42nd Street (920) 645-6880  
Treasurer \_\_\_\_\_

3. Facility requested: Citizens Park Field 2 + Building For Fry out  
Equipment requested: For our Associate Picnic

4. Specific dates and hours facility/equipment will be used: Date August 4<sup>th</sup> Hrs. 2pm-9pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. Fee to rent Field + Building For Festival Foods Associate Picnic

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 WI owned groc store

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? N/A

10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes \_\_\_\_\_ No X  
If "yes," please provide the following information of individual to contact:  
Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signed [Signature] Date 7/

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. 35<sup>th</sup> St., Manitowoc, WI 54220.

Committee Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_