

WISCONSIN, USA www.manitowoc.org



June 14, 2019

Ms. Tracy Klesper Lakeshore CAP 702 State Street Manitowoc, WI 54220

RE: Waiver of Fees - Group Connections - Union Park - July 10, 2019

Dear Ms. Klesper:

Your special events requests to host Group Connection at Union Park on July 10, 2019, as detailed therein, was acted upon by the Special Events Committee at the meeting of Wednesday, June 5, 2019.

At said meeting the Committee unanimously recommended approval of your requests.

Your certificate of insurance is on file.

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

Very truly yours,

Deborah Neuser

City Clerk

DN:mrk

Enclosure

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
Karen Dorow, Business Manager

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/5/2019

ESTIMATED CITY COSTS:

EVENT NAME: Group Connection

ORGANIZER: Lakeshore CAP, Inc. - Tracy Klesper

EVENT DATE: 7/10/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of open air shelter & picnic tables for a Group Connection event

ESTIMATED CITY COSTS:	ESTIMATED EVENT HOLDER CHARGES:
POLICE	LATE APPL. FEE (<60 days)
FIRE	DELIVERY CHARGES 50
PARKS	78 (if delivery requested)
RECREATION	WAIVED -ROOM TAX 128
STREETS	WAIVED -GENERAL FUND
TOTAL DEPT. COSTS	78
	NON-WAIV. STAKE PERMIT
COMMITTEE CONCERNS:	
COMMITTEE DECISION:	
APPROVE	DENIV
APPROVE	DENY
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7/12	
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The state of the s	
COUNCIL ACTION REQUIRED:	
ITEMS TO INCLUDE IN LETTER:	

CITY OF MANITOWOC - PARKS DIVISION SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FOR USE OF CITY FACILITIES OR EQUIPMENT

JUN 0 3 2019

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	event: Group Connection								
1.	Name of club/organization making request Lakeshore CAP, Inc. Address 702 State St Manitowac Telephone 920:333-7502								
2.	Names of club officers: Name Address Telephone President								
	ecretary								
	reasurer								
3.	acility requested: Union Park 611 Park St. Mtwc								
	equipment requested: Bathroomfacilities Unlocked, 5 Picnic Tables								
4.	pecific dates and hours facility/equipment will be used: Wed Date July 10,2019 Hrs. 911 M-2 PM								
5.	lease explain your request, as to what fees you desire waived or reduced and reasons. We are a non-profit reganization we provide opportunities for families in poverty to engage in groups to encourage parent-child intraction, promote social connection which do you consider your group to be? a educate,								
6.	Which do you consider your group to be? & CAUCATE,	نڌ							
	Nich do you consider your group to be? & CAU(CAC), Community service B. Non-profit C. Private business Club or organization E. Other, please explain								
7.	Vill money be collected, tickets sold, concessions sold or money raised in conjunction with the event? Yes No								
8.	#7 is "yes," explain and list specific charges								
9.	Vhat will revenues be used for?								
10.	o you wish to meet personally with the Committee to discuss this request? YesNo								
	ameAddressTelephone								
Signed_	mux Klespen Date 6.3.2019								
01									

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 - Parks Division.

900 Quay St., Manitowoc , WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

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DPI EQUIPMENT CHARGES

	# Needed	# of Days	<u> </u>	Cost/Day		<u>Total</u>
Barricades			_			
· 2'		x	X	\$3.00	-	Flashers
· 3'		x	X	\$3.00	=	Flashers
8'		x	X	\$4.00	=	
Rail type-long		x	X	\$2.00	=	
Rail type-short		x	X	\$2.00	=	
Channelizer Drums	:	x	X	\$3.00	-	<u> </u>
Cones						
18 "		x	X	\$1.50		
28"		x	X	\$1.50		
afety vests		x	X	No charge	=	No Charge
now fence						
Rolls		Κ	X	\$4.00	=	
Posts		K	X	No Charge	=	No Charge
Post driver/pounder		, <u> </u>	X	No Charge		No Charge
raffic signs			X	\$2.00	_	Description
		·	X	\$2.00	=	Description
		ζ ===	X	\$2.00	-	Description
raffic signs (Portable)		K	Х	\$3.00	=	Description _ ·
		·	X	\$3.00	12	Description
		·	X	\$3.00	=	Description
ther (list items and amounts	·					
				<u> </u>		
	36-3580); Do l	VOT count any j	picnie :		e can	s, etc. already located at the park.
anquet tables, 8°	>	·	X	\$5.00		
ark benches '	;	·	X	\$7.00	=	
icnic tables		·	X	\$7.00	=	35
isers, platform		ζ	X	\$15.00	=	Description
ecurity stanchions		(::: :::: :::	- x -	S·5.00 ··	· '= ·	
ent, 10'x10'		·	X	\$30.00		
ent, 10'x20'		·	X	\$35.00	=	
icket booths, outdoor		·	X	\$15.00	=	
rash cans /enger portable bandwagon,		·	X	No Charge	=	No Charge
enker hormore outmaskou'))	r	x	\$240.00	0	
		<u> </u>	~	327V.VV	_	

TOTAL RENTAL CHARGES

35

+ \$43 for Sh

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

Other (list items and amounts)

DELIVERY FEES					
Total Cost of Items Rented	Delivery Fee				
\$0.00 - \$100.00	\$ 50.00				
\$100.01 - \$250.00	\$ 75.00				
\$250.01 - \$500.00	\$125.00				
\$500.00 - \$1,000.00	\$250.00				
\$1,000.01 and above	\$350.00				

^{*}Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

Sandy Ronski

From:

Tracy Klesper <tracyk@lakeshorecap.org>

Sent:

Monday, June 03, 2019 11:23 AM

To:

Sandy Ronski; ParksAdmin

Subject:

RE: Waiver of fees form - Group Connections event 5-30-19

Attachments:

7-10-2019 Union Park Fee Waiver.pdf

Hello Sandy,

Thank you for accepting my request for the use of Union Park on May 30th and the fee waiver.

We are having another group on Wednesday July 10th and would like to request the use of the Union Park from 9-2.

We would need the bathroom facilities open and 5 additional picnic tables delivered.

I have attached the Waiver of Fees form.

The park is a beautiful place to hold our groups. In appreciation, Tracy

Tracy Klesper Connections Count Supervisor Certified Infant Massage Instructor Manitowoc County Community Wide Parent Café Faciliator

office phone: 920-686-8715 work cell: 920-323-9502 fax: 920-686-8700 tracyk@lakeshorecap.org

Lakeshore Community Action Program, Inc. 702 State Street P.O. Box 2315

Manitowoc, WI 54221-2315



Lakeshore Community Action Program, Inc. 920-682-3737

From: Sandy Ronski [mailto:sronski@manitowoc.org]

Sent: Tuesday, April 23, 2019 2:46 PM

Mackenzie Reed-Kadow

From:

Sandy Ronski

Sent:

Monday, June 3, 2019 12:46 PM

To:

SpecialEvents

Subject:

Waiver of Fees Request - Group Connection 7-10-19

Attachments:

Group Connection Fee Waiver 07-10-19.pdf

This is a Waiver of Fees request for use of the Union Park open air shelter for less than 50 people, which will be discussed at the next Special Event Committee meeting. This is a recurring request. The weekday pre-tax rental fee for the shelter is \$43 plus \$35 for additional picnic tables (\$78 total).

Sandy Ronski

Operations Clerk II
Transit, Cemetery, Parks, & Lift Bridges
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org