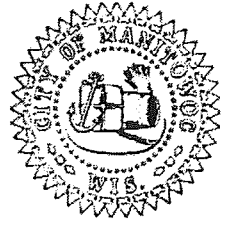




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



July 23, 2018

Izaak Walton League of America – Manitowoc County Chapter
Mike Sgarioto
843 Nicholas Ct.
Manitowoc, WI 54220

RE: *Waiver of Fees – Izaak Walton Appreciation Dinner – September 5, 2018*

Dear Mr. Sgarioto:

The above request was acted upon by the Special Event Committee at the meeting on July 18, 2018, at which time the committee granted your request.

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

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
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: 7/18/2018

EVENT NAME: FEE WAIVER: Izaak Walton League Appreciation Dinner

ORGANIZER: Izaak Walton League - Mike Sgarioto

EVENT DATE: 9/5/2018

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of cabin 2 for an appreciation dinner

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	132
RECREATION	
STREETS	
TOTAL DEPT. COSTS	132

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
(if delivery requested)	
WAIVED -ROOM TAX	132
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

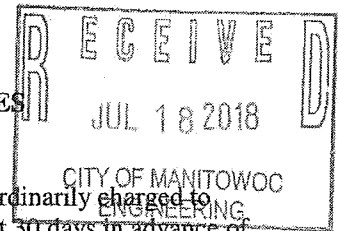
APPROVE

DENY

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: IZAAK WALTON LEAGUE APPRECIATION DINNER

1. Name of club/organization making request IZAAK WALTON LEAGUE MANITOWOC
Address _____ Telephone COUNTY CHAPTER

2. Names of club officers: Name _____ Address _____ Telephone _____
President TONY SMITH 920-901-4968

Secretary _____

Treasurer _____

3. Facility requested: _____

Equipment requested: _____

4. Specific dates and hours facility/equipment will be used: Date SEPT 5-2018 Hrs. 3-11

5. Please explain your request, as to what fees you desire waived or reduced and reasons. WE ARE ASKING THE CITY TO WAIVE THE CABIN RENTAL FEE

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 _____

9. What will revenues be used for? _____

10. Do you wish to meet personally with the Committee to discuss this request? Yes _____ No ☒ UNLESS REQUESTED
If "yes," please provide the following information of individual to contact:

Name _____ Address _____ Telephone _____

Signed [Signature] Date 7-13-18

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.

2655 S. 35th St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org