



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



July 29, 2019

Erin LaBonte
323 Steele Street
Algoma, WI 54201

RE: Waiver of Fees – Mural Project – S. 9th & Quay St. – 7/29-8/9/19

Dear Ms. LaBonte:

The above request was acted upon by the Special Event Committee at the meeting on July 24, 2019, 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: 7/24/2019

EVENT NAME: WAIVER OF FEES: Mural Painting Project

ORGANIZER: Erin LaBonte

EVENT DATE: 7/29-8/9/19

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of traffic cones to block scaffolding for mural project by the corner of S 9th & Quay

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	165
TOTAL DEPT. COSTS	165

ESTIMATED EVENT HOLDER CHARGES:

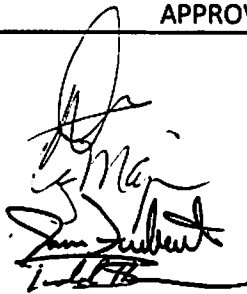
LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	165
NON-WAIV. STAKE PERMIT	

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**

JUL 24 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 of event: Mural Painting (No event, project)

1. Name of club/organization making request N/A Independent artist: Erin LaBonte
Address 323 Steele Street, Algoma, WI 54201 Telephone 9062950993

2. Names of club officers: Name Address Telephone
President _____
Secretary _____
Treasurer _____

3. Facility requested: _____
Equipment requested: 6 cones to put around scaffolding during mural painting

4. Specific dates and hours facility/equipment will be used: Date July 29-August 9th Hrs. 24

5. Please explain your request, as to what fees you desire waived or reduced and reasons. I wish that the fees be waived for our use of cones. The cones will be placed around scaffolding, which will be located on the sidewalk of 9th street in front of the wall we are painting, during the duration of the mural project.

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 Collaborating artists creating public art through room tax funds within the downtown.

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? _____

10. Do you wish to meet personally with the Committee to discuss this request? Yes No X
If "yes," please provide the following information of individual to contact:
Name Erin LaBonte Address 321 Steele Street Algoma, WI 54201 Telephone 9062950993

Signed Erin LaBonte Date 7/23/19

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