



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



February 22, 2018

Ice Age Trail Association, Lakeshore Chapter
Mr. John Elliott
N. 1903 Swanee circle
Greenville, WI 54942

RE: *Waiver of Fees – Use of Henry Schuette Park/Lower Open Air Shelter – September 15, 2018*

Dear Mr. Elliott:

The above request was acted upon by the Special Event Committee at the meeting on February 19, 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: ²9/19/2018

EVENT NAME: WAIVER OF FEES: Hike/Canoe/Kayak/Yoga Event

ORGANIZER: Lakeshore Chapter, Ice Age Trail - John Elliott

EVENT DATE: 9/15/2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of open air shelter in lower Henry Schuette Park. Event will start at YMCA & travel to park by kayak for yoga & hike on park trails. Expecting a total of approximately 30 people.

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	47
RECREATION	
STREETS	
TOTAL DEPT. COSTS	47

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	
WAIVED -ROOM TAX	47
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Matthew McDevitt
SECRETARY
SCATELWANO
[Signature]
[Signature]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Waiver of Fees

Name of event: Hike/Canoe/Kayak/Yoga Event

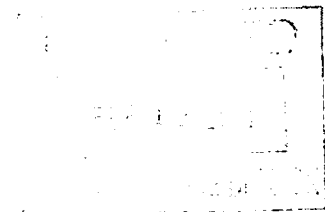
1. Name of club/organization making request: Lakeshore Chapter, Ice Age Trail Association Age Trail Association
for this event - John Elliott, N1903 Swanee Circle, Greenville, WI.
Project Chair, 715-299-0006) johnelliott009@yahoo.com
2. Names of club officers:
Coordinator: Dan Mitchell, 1756 Beaver Dam Drive, Green Bay, WI
54304 Dan.Mitchell1756@gmail.com
Secretary: Dolly McNulty, 920-553-1458, Manitowoc, WI,
mcdolly@lakefield.net
Treasurer: Jim Powers, 262-388-5143 Adell, WI JPowers29@wi.rr.com
3. Facility requested: Henry Schuette Park/Lower Open Air Shelter
Equipment requested: None
4. Specific dates and hours facility will be used:
Date: September 15, 2018 8:30 AM to 3:00 PM
5. Please explain your request, as to what fees you desire waived or reduced and reasons: Event is presented by non-profit organization and community at-large is invited to attend free of charge (kayak portion has a \$10.00 insurance fee and originates at YMCA)
6. Which do you consider your group to be:
B. Non-profit
7. Will money collected, tickets sold, concessions sold of money raised in conjunction with the event? No
8. N/A
9. N/A
10. Do you wish to meet personally with the Committee to discuss this request? Not unless necessary

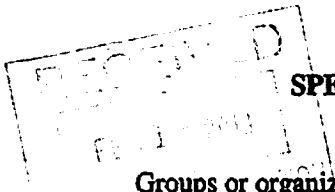
Name: John Elliott Address: N19903 Swanee Circle 715-299-0006

Signed: John C Elliott John C Elliott Date: 2-12-2018

This is an event that involves the Lakeshore Chapter of the Ice Age Trail Association. It includes participation by the Northeastern Wisconsin Paddlers organization. They will start out from the YMCA in Manitowoc and travel by Kayak to the Park. From there the combined group of hikers and kayakers will do yoga exercises to warm up for the hike on park trails. Barb Kultger, Yoga Instructor, may also bring some friends of yoga.

our group of Hikers has been working with Chad Scheinoka to be do portions of the Ice Age Trail this year,
John





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: See attached

1. Name of club/organization making request _____
 Address _____ Telephone _____

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

3. Facility requested: _____
 Equipment requested: _____

4. Specific dates and hours facility/equipment will be used: Date _____ Hrs. _____

5. Please explain your request, as to what fees you desire waived or reduced and reasons. _____

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 _____
 If "yes," please provide the following information of individual to contact:
 Name _____ Address _____ Telephone _____

Signed John C. Elliott Date 2/12/18

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