



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)



July 11, 2019

Debbie Seehafer  
Brutal Wear Open Tennis Tournament  
1820 S. 26<sup>th</sup> Street  
Manitowoc, WI 54220

RE: Stake Permit – Brutal Wear Open Tennis Tournament  
August 9-11, 2019, Lincoln Park Tennis Courts

Dear Ms. Seehafer:

On July 10, 2019, the Special Events Committee approved your Stake Permit for tent and signs at your event on August 9-11, 2019.

Please note that event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground.

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

**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](mailto:dneuser@manitowoc.org)**

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/10/2019

EVENT NAME: STAKE PERMIT - Brutal Wear Open Tennis Tournament

ORGANIZER: Lakeshore Screenprinting - Craig Schultz & Debbie Seehafer

EVENT DATE: 8/9 - 8/11/19

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Tournament approved in December; stake permit to erect signs & tent at Lincoln Park

**ESTIMATED CITY COSTS:**

|                          |          |
|--------------------------|----------|
| POLICE                   |          |
| FIRE                     |          |
| PARKS                    |          |
| RECREATION               |          |
| STREETS                  |          |
| <b>TOTAL DEPT. COSTS</b> | <b>0</b> |

**ESTIMATED EVENT HOLDER CHARGES:**

|                                |           |
|--------------------------------|-----------|
| LATE APPL. FEE (<60 days)      |           |
| DELIVERY CHARGES               |           |
| <i>(if delivery requested)</i> |           |
| <b>WAIVED -ROOM TAX</b>        | <b>0</b>  |
| NON-WAIV. STAKE PERMIT         | <b>50</b> |

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

*[Handwritten signatures under APPROVE]*

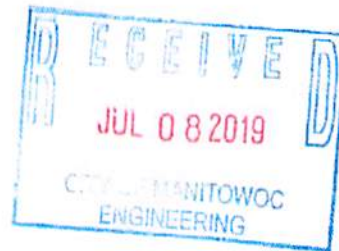


COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

*Organizer is responsible for contacting Diapers hotline a minimum of 3 business days in advance of the event*

City of Manitowoc  
**Stake Permit**



There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked more than 3" into the ground on City property or right-of-way. Stakes may only be placed in approved areas. The City reserves the right to require additional insurance.

Event name/description: Brutal Wear Open Tennis Tournament

Location (park name or property address): Lincoln Park Tennis Courts

Date(s) of event: August 9, 10, 11, 2019 Time: 9:00 am to dark (all day)

What items will be erected or placed on City property or right-of-way?

Bounce house  Yes, size \_\_\_\_\_  No

If electric, where will item be plugged in? \_\_\_\_\_

Tent or canopy  Yes, size 20' x 40'  No

Fence  Yes, size \_\_\_\_\_  No

Sign  Yes, size \_\_\_\_\_  No  
18" x 24" yard signs (staked 6" in the ground)

Other (describe) \_\_\_\_\_ 4' x 8' free standing A-Frame Sign  
Size \_\_\_\_\_

If electric, where will item be plugged in? \_\_\_\_\_

**Permit holder MUST provide a diagram of where item(s) will be placed.**

Name and address of event organizer:

Craig Schultz or Debbie Seehafer

1820 S 26th St

Manitowoc, WI 54220

Phone #: 920-629-1375 or 920-684-0632

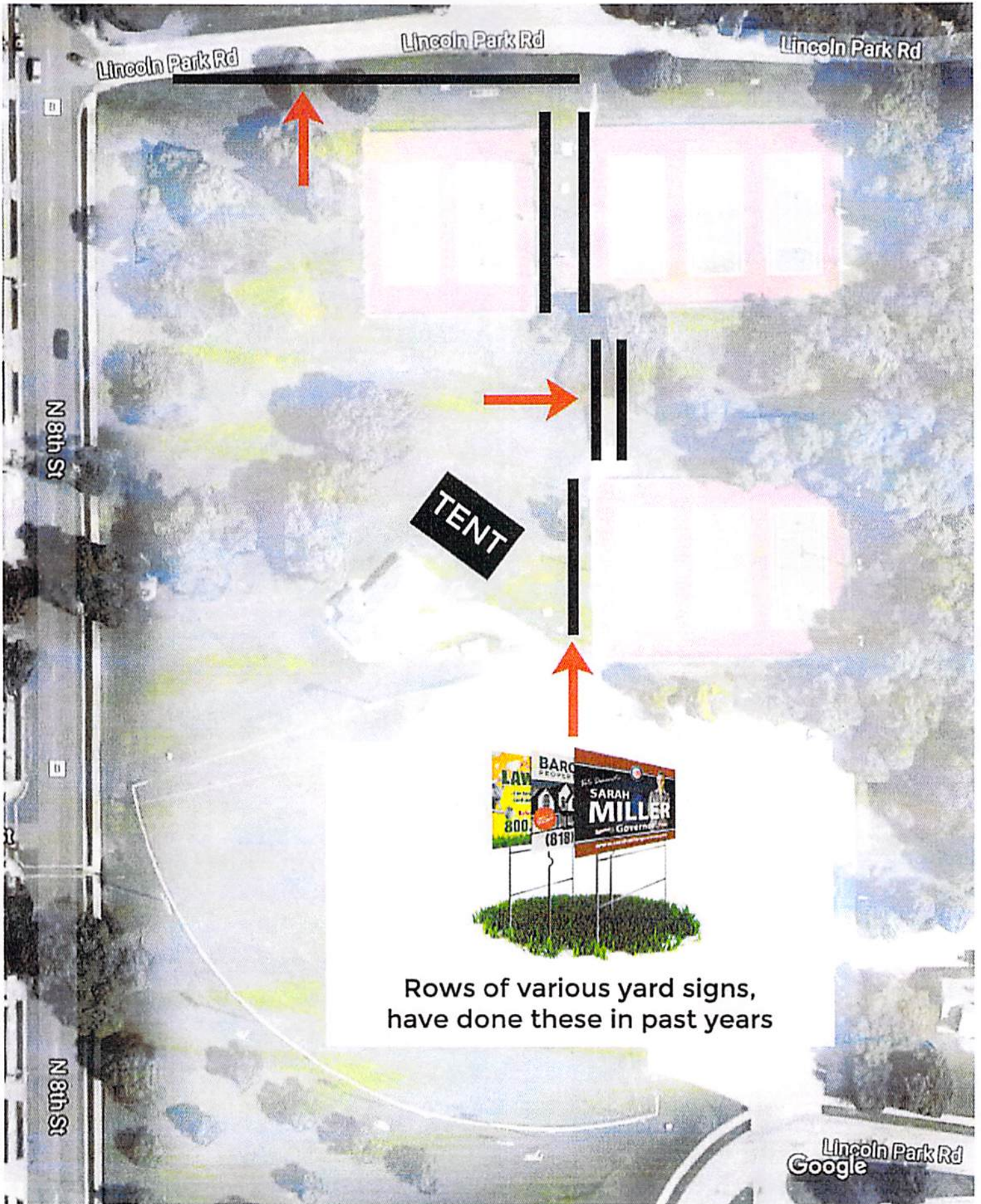
**Return form to:** City of Manitowoc – Parks Division  
900 Quay St.  
Manitowoc, WI 54220  
Phone: 920-686-3580 ☒ Fax: 920-686-6525  
E-mail: parksadmin@manitowoc.org



*Office use only:*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_





TENT

Rows of various yard signs, have done these in past years