

CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



May 28, 2019

NAPWDA
Attn: Jason Koenig
910 Jay Street
Manitowoc, WI 54220

RE: Waiver of Fees – NAPWDA Conference – Silver Creek Fieldhouse – 5/19-5/23/19

Dear Mr. Koenig:

The above request was acted upon by the Special Event Committee at the meeting on May 17, 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: 5/17/2019

EVENT NAME: WAIVER OF FEES: NAPWDA Police K-9 Conference

ORGANIZER: Manitowoc Police Department - Jason Koenig

EVENT DATE: 5/19 - 5/23/19

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of Silver Creek Fieldhouse for conference & meals

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	1375
RECREATION	
STREETS	
TOTAL DEPT. COSTS	1375

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	
WAIVED -ROOM TAX	1375
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

[Handwritten signatures]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

RECEIVED
MAY 13 2019
CITY OF MANITOWOC

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: NAPWA POLICE K-9 CONFERENCE

1. Name of club/organization making request NAPWA - MANITOWOC P.D.
Address 910 JAY ST. Telephone (920) 686-6500

2. Names of club officers: Name Address Telephone
President JASON KOENIG (920) 629-9158
Secretary NICK PLACE (920) 242-7911
Treasurer

3. Facility requested: SILVER CREEK PARK FIELDHOUSE
Equipment requested: TABLES

4. Specific dates and hours facility/equipment will be used: Date 05/19 - 05/23 Hrs.

5. Please explain your request, as to what fees you desire waived or reduced and reasons. POLICE K-9 CONFERENCE MEALS AFTER TRAINING.

6. Which do you consider your group to be? 60 dog teams - may be some dogs in cars
A. Community service B. Non-profit X 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 X

8. If #7 is "yes," explain and list specific charges N/A

9. What will revenues be used for? N/A

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 Address Telephone

Signed  Date 05-13-19

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