



CITY OF MANITOWOC

WISCONSIN, USA
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April 9, 2019

Manitowoc Co. Breakfast on the Farm
Bill Neuman
4823 Thunder Rd.
Whitelaw, WI 54247

RE: *Waiver of Fees – Use of Picnic Tables for Breakfast on the Farm – June 9, 2019*

Dear Mr. Neuman:

The above request was acted upon by the Special Event Committee at the meeting on April 3, 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: 4/3/2019

EVENT NAME: WAIVER OF FEES: Breakfast on the Farm

ORGANIZER: Manitowoc Co. Dairy Promotion Committee - Bill Neuman

EVENT DATE: 6/9/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of picnic tables. Organizer picks them up & returns them.

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	630
RECREATION	
STREETS	
TOTAL DEPT. COSTS	630

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	630
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

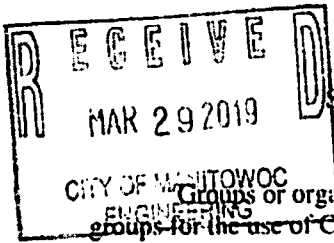
APPROVE

DENY

W. May
Tidel
Sam
[Signature]

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: Breakfast on the Farm

1. Name of club/organization making request Muse Co Dairy Promo Com
Address 4823 Thunders Rd Whitewater Telephone 973-6769

2. Names of club officers: Name Address Telephone
President Reitzbach

Secretary _____

Treasurer Sharon Hager

3. Facility requested: picnic tables - a lot of them

Equipment requested: 2

4. Specific dates and hours facility/equipment will be used: Date June 9th Hrs. _____

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

6. Which do you consider your group to be?
A. Community service _____ B. Non-profit _____ C. Private business _____
D. Club or organization X E. Other, please explain _____

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes X No _____

8. If #7 is "yes," explain and list specific charges \$ 7 fee for breakfast - all else is free

9. What will revenues be used for? promoting the dairy industry

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 Bill Neuman Date 3-16-19

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

DPI EQUIPMENT CHARGES

Streets & Sanitation Division Equipment (686-3580):

	<u># Needed</u>		<u># of Days*</u>		<u>Cost/Day</u>		<u>Total</u>	
Barricades								
2'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
3'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
8'	_____	X	_____	X	\$4.00	=	_____	
Rail type-long	_____	X	_____	X	\$2.00	=	_____	
Rail type-short	_____	X	_____	X	\$2.00	=	_____	
Channelizer Drums	_____	X	_____	X	\$3.00	=	_____	
Cones								
18"	_____	X	_____	X	\$1.50	=	_____	
28"	_____	X	_____	X	\$1.50	=	_____	
Safety vests	_____	X	_____	X	No charge	=	No Charge	
Snow fence								
Rolls	_____	X	_____	X	\$4.00	=	_____	
Posts	_____	X	_____	X	No Charge	=	No Charge	
Post driver/pounder	_____	X	_____	X	No Charge	=	No Charge	
Traffic signs	_____	X	_____	X	\$2.00	=	_____	Description _____
	_____	X	_____	X	\$2.00	=	_____	Description _____
	_____	X	_____	X	\$2.00	=	_____	Description _____
Traffic signs (Portable)	_____	X	_____	X	\$3.00	=	_____	Description _____
	_____	X	_____	X	\$3.00	=	_____	Description _____
	_____	X	_____	X	\$3.00	=	_____	Description _____
Other (list items and amounts)	_____							

Parks Division Equipment (686-3580): *Do NOT count any picnic tables, garbage cans, etc. already located at the park.*

Banquet tables, 8'	_____	X	_____	X	\$5.00	=	_____	
Park benches	_____	X	_____	X	\$7.00	=	_____	
Picnic tables	<u>27</u>	X	<u>3</u>	X	\$7.00	=	<u>113.00</u>	
Risers, platform	_____	X	_____	X	\$15.00	=	_____	Description _____
Security stanchions	_____	X	_____	X	\$ 5.00	=	_____	
Tent, 10'x10'	_____	X	_____	X	\$30.00	=	_____	
Tent, 10'x20'	_____	X	_____	X	\$35.00	=	_____	
Ticket booths, outdoor	_____	X	_____	X	\$15.00	=	_____	
Trash cans	_____	X	_____	X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***	_____	X	_____	X	\$240.00	=	_____	
Other (list items and amounts)	_____							

TOTAL RENTAL CHARGES 1130

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00