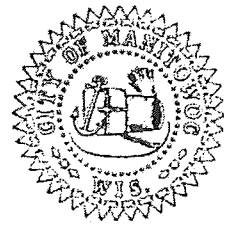




# CITY OF MANITOWOC

WISCONSIN, USA

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



July 13, 2018

Debbie Seehafer  
Brutal Wear Open Tennis Tournament  
182D S. 26<sup>th</sup> Street  
Manitowoc, WI 54220

RE: Stake Permit – Brutal Wear Open Tennis Tournament  
August 10-12, 2018, Lincoln Park Tennis Courts

Dear Ms. Seehafer:

On July 11, 2018, the Special Events Committee approved your Stake Permit for tent and signs at your event on August 10-12, 2018.

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: 7/11/2018

EVENT NAME: STAKE PERMIT: Brutal Wear Open Tennis Tournament

ORGANIZER: Debbie Seehafer

EVENT DATE: Aug. 10-12, 2018

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Request to stake 20'x40' tent & signs

## ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	
TOTAL DEPT. COSTS	0

## ESTIMATED EVENT HOLDER CHARGES:

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

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

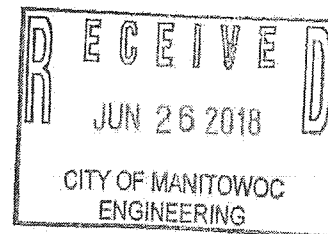
DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Event site:  
Lincoln Park  
Tennis Courts

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: Bratal Wear Open Tennis Tournament

Date(s) of event: August 10, 11, 12, 2018 Time: 9:00 AM - dark (all day)

What items (or items of similar nature) 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 18' x 24" yard ☐ No

Other (describe) 4' x 8' free standing 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

2655 S 35<sup>th</sup> St.

Manitowoc, WI 54220

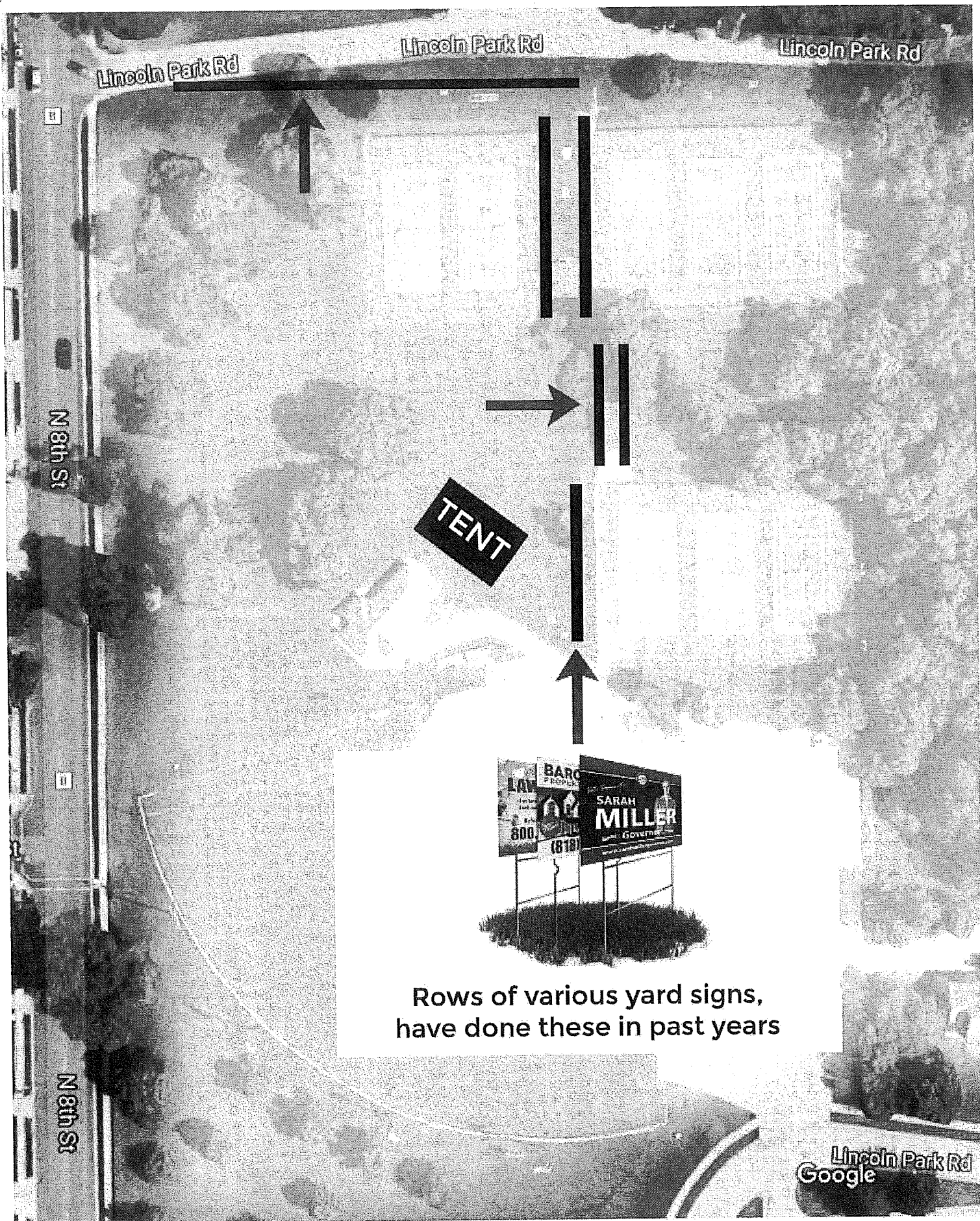
Phone: 920-686-3580 • Fax: 920-686-6525

E-mail: parksadmin@manitowoc.org



Office use only:

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



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