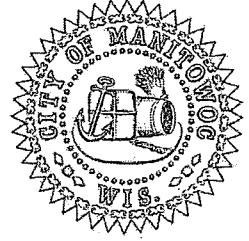




# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



December 28, 2018

Lt. Jeremy Kronforst  
910 Jay St.  
Manitowoc, WI 54220

RE: Shop with a Cop – December 4, 2018 – Lincoln Park Fieldhouse - WAIVER OF FEES

Dear Lt. Kronforst:

Your request for a waiver of fees to use Lincoln Park Fieldhouse for the Shop with a Cop event on December 4, 2018, was acted upon by the Special Events Committee at the meeting of Wednesday, December 26, 2018. At said meeting the Committee unanimously 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](mailto:dneuser@manitowoc.org)**

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/26/2018

EVENT NAME: Shop with a Cop

ORGANIZER: Manitowoc Police Dept. - Lt. Jeremy Kronforst

EVENT DATE: 12/4/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Lincoln Park Fieldhouse for a Shop with a Cop event

### ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	168
RECREATION	
STREETS	
<b>TOTAL DEPT. COSTS</b>	<b>168</b>

### ESTIMATED EVENT HOLDER CHARGES:

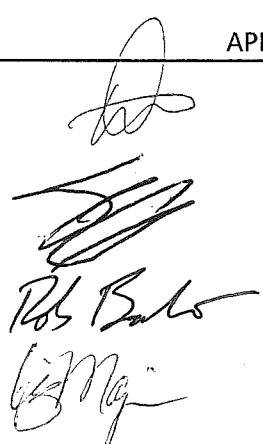
LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
<b>WAIVED -ROOM TAX</b>	<b>168</b>
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

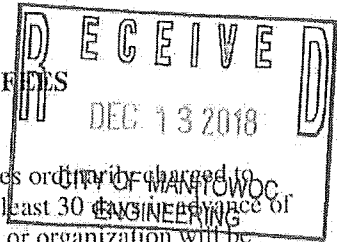
DENY

  
Rob B...  
L...

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 or other charges 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: MANITOWOC POLICE DEPARTMENT SHOP WITH A COP

1. Name of club/organization making request MANITOWOC POLICE DEPARTMENT  
Address 910 JAY STREET, MANITOWOC Telephone (920)686-6551

2. Names of club officers: Name Address Telephone  
President LIEUTENANT JEREMY KRONFORST 910 JAY STREET MANITOWOC 920-242-1845  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_

3. Facility requested: LINCOLN PARK FIELD HOUSE  
Equipment requested: TABLES/CHAIRS

4. Specific dates and hours facility/equipment will be used: Date 12-04-19 Hrs. 9:00AM-Midnight

5. Please explain your request, as to what fees you desire waived or reduced and reasons. looking to waive field house rental and security deposit fees in order to cut the cost of putting on this charitable event. Event has out grown the size of the cabins.

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 COMMUNITY OUTREACH

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 \_\_\_\_\_

9. What will revenues be used for? \_\_\_\_\_

10. Do you wish to meet personally with the Committee to discuss this request? Yes X No \_\_\_\_\_ IF NEEDED  
If "yes," please provide the following information of individual to contact:  
Name JEREMY KRONFORST Address 910 JAY STREET MANITOWOC Telephone 920-242-1845

Signed [Signature] Date 12-12-18

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