



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



March 16, 2015

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

RE: Waiver of Fees

Gentlemen:

Your request to waive fees for use of picnic tables on June 12, 2016 for your annual breakfast, was acted upon by the Special Events Committee at the meeting of Monday, March 14, 2016.

At said meeting, the Committee unanimously recommended granting request for waiver of fees.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

cc: Karen Dorow, Business Manager
Sandy Ronski, Operations Clerk II



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/14/2016

EVENT NAME: WAIVER OF FEES: Breakfast on the Farm

ORGANIZER: Manitowoc County Breakfast on the Farm - Bill Neumann

EVENT DATE: 6/12/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of 30+ picnic tables. Event organizers pick up picnic tables at Parks shop & return them there.

ESTIMATED CITY COSTS:

STREETS	
PARKS	630
RECREATION	
FIRE	
POLICE	
TOTAL	630

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE		DENY
<p style="margin-left: 20px;"><i>CEK</i></p> <p style="margin-left: 20px;"><i>[Signature]</i></p> <p style="margin-left: 20px;"><i>[Signature]</i></p> <p style="margin-left: 20px;"><i>[Signature]</i></p>		

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

MANITOWOC PARKS DEPARTMENT
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 Parks & Recreation 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

1. Name of club/organization making request MTWC Co Breakfast on the Farm
Address 4823 Thunder Rd Whitewater WI 54247 Telephone 920 973-6729
 2. Names of club officers: Name Address Telephone
President Decky Salm Cleveland 920 557-2505
Secretary Christie McFarland
Treasurer Sharon Stager Valders 920 656-9498
 3. Facility requested: NA
Equipment requested: picnic tables (30+ picked up @ Parks shop)
 4. Specific date and hours facility/equipment will be used Date 6-12-16 Hrs 8AM-noon
 5. Please explain your request, as to what fees you desire waived or reduced and reasons. please waive all fees - we will pick up + return them to you.
 6. Which do you consider your group to be?
A. Community service _____ B. Non-profit X 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. there is a charge for the meal
 9. What will revenue be used for? to promote the dairy industry + our youth who are involved. Educate the public as well
 10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes _____ No X
If "yes," please provide the following information of individual to contact.
Name _____ Address _____ Telephone _____
- Signed Bill Neumann Date 3-8-16

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

When completed, this form is to be returned to the Manitowoc Parks Department, 2655 S. 35th St., Manitowoc, WI 54220.

Committee Action Approved _____ Denied _____ Date _____