

15-421

RE

MAR 30 REC'D

MANITOWOC PARKS DEPARTMENT

SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES FOR USE OF CITY FACILITIES OR EQUIPMENT

DEPT. OF

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

Kids x'mas Party

1. Name of club/organization making request Manitowoc Police Dept. (Association) Address 910 Jay St. Manitowoc Telephone 686-6500

2. Names of club officers: Name Address Telephone President Andrew Trilling 686-6500 Secretary Treasurer

3. Facility requested: Lincoln Field House Equipment requested: Tables, chair as last 2 yrs.

4. Specific dates and hours facility/equipment will be used: Date Dec 11 2015 Hrs. 3:30 till 7:00 pm till? (for sett) Dec 12 2015 7:00 am till?

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

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

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

8. If #7 is "yes," explain and list specific charges NA

9. What will revenues be used for? NA

10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes No If "yes," please provide the following information of individual to contact: Name Address Telephone

Signed Lisa M. Verulde (Coordinator of Party) Date 3-30-15

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.

Rental Contract Contract

City of Manitowoc - Public Works / Parks
 2655 S 35th Street
 Manitowoc, WI 54220
 Phone: (920) 686-3580
 FAX: (920) 686-6525
 Email: activenetinfo@manitowoc.org

Rental Contract #1664, Approved
 Mar 26, 2015 10:24 AM



Company: Manitowoc Police Department
 910 Jay St
 Manitowoc, WI 54220

Agent: Lisa Vervelde
 Email: brtnlsa@att.net

Customer Type: Customer
 Prepared By: Sandra Ronski

Home: (920) 901-7186

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$350.00	\$0	\$0	\$350.00	\$0	\$0	\$0	\$0	\$350.00

▼ RESERVATIONS

Event		Resource	Center	Notes
Kids Christmas Party Type: Administrative Booking Attend/Qty: 100		LP Fieldhouse	Lincoln Park 1215 N 8th St Manitowoc, WI 54220 (920) 686-3580	--
Days Requested		Event Begins	Duration	Event Ends
Day	Date			
Friday	Dec 11, 2015	9:00 AM	14 hours	Dec 11, 2015 at 11:00 PM
Saturday	Dec 12, 2015	9:00 AM	14 hours	Dec 12, 2015 at 11:00 PM
Summary				Notes
Total Number of Dates: 2				--
Total Time: 28 hours				

▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
PARK Fieldhouse - Res	Kids Christmas Party LP Fieldhouse	\$168.00	2.00	--	\$336.00
PARK Fieldhouse - Weekend Surcharge	Kids Christmas Party LP Fieldhouse	\$14.00	1.00	--	\$14.00

▼ DISCLAIMERS

This includes the reserved facility only unless otherwise specified. It does not include any adjacent facilities such as but not limited to ball diamonds, tennis courts, open air shelters, concession stands, etc.