



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

July 29, 2019



Jim Larson
MIRA
2508 Wollmer St.
Manitowoc, WI 54220

RE: Waiver of Fees – MIRA Farewell Dinner – August 7, 2019

Dear Mr. Larson:

Your request for a waiver of fees for the use of the Silver Creek Fieldhouse to host a farewell dinner for the Kamagowan students involved in the Sister City Program was acted upon by the Special Events Committee at the meeting of July 24, 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: 7/24/2019

EVENT NAME: WAIVER OF FEES: MIRA Farewell Dinner

ORGANIZER: Manitowoc International Relations Association - James Larson

EVENT DATE: 8/7/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Silver Creek Fieldhouse for farewell dinner for Kamogawa students

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	275
RECREATION	
STREETS	
TOTAL DEPT. COSTS	275

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	275
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

[Handwritten signatures: James Larson, Todd H.]

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

JUL 17 2019
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: MIRA Farewell Dinner
1. Name of club/organization making request Manitowoc International Relations Association
Address _____ Telephone _____
2. Names of club officers: Name Address Telephone
President Cindy Kasloman
Secretary _____
Treasurer _____
3. Facility requested: Silvic Creek Fieldhouse
Equipment requested: _____
4. Specific dates and hours facility/equipment will be used: Date Aug 7, 2019 Hrs. 6
5. Please explain your request, as to what fees you desire waived or reduced and reasons.
Rental of fieldhouse for farewell dinner of Kumogawa Students
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 _____
9. What will revenues be used for? _____
10. Do you wish to meet personally with the Committee to discuss this request? Yes _____ No
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____
- Signed [Signature] Date 7-17-19

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

When completed, return this form to the City of Manitowoc - Parks Division.
900 Quay St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org
Tolson 10500 860-1619