

letter sent back in May.  
May 11, 2016

Amy Jagemann  
5757 W. Custer St.  
Manitowoc, WI 54220

RE: Summer Picnic – August 27, 2016

Dear Ms. Jagemann:

Your request to use Silver Creek Park and concession stand on August 27, 2016 for your summer picnic including the rental of portable toilets and the rental of a bounce house, was acted upon by the Special Events Committee at the meeting of Monday, May 9, 2016.

At said meeting, the Committee granted your request.

Please contact the Department of Public Works, 2655 So. 35th St., at 686-6550 to obtain a stake permit for the bounce house.

At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to [dneuser@manitowoc.org](mailto:dneuser@manitowoc.org). Special Events Insurance Requirements are also enclosed. PLEASE NOTE: The certificate of insurance provided shows the certificate holder as Silver Creek Park. The certificate holder should be City of Manitowoc, 900 Quay St., Manitowoc, WI 54220.

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

Very truly yours,

Jennifer Hudon  
City Clerk

JH:dan

cc: Chief of Police Nick Reimer  
Fire Chief Todd Blaser  
Randy Junk, Operations Division Mgr. (Streets)  
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)  
Karen Dorow, Business Manager

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/7/2016

EVENT NAME: STAKE PERMIT - Jagemann Stamping Co. Picnic

ORGANIZER: Jagemann Stamping Co. - Amy Jagemann

EVENT DATE: 8/27/2016

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Bounce house weighted down with sand bags; Volleyball & badminton nets staked into grassy area west of fieldhouse

**ESTIMATED CITY COSTS:**

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	
TOTAL	0

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	
STAKE PERMIT	50
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	50
GRAND TOTAL	50

**COMMITTEE CONCERNS:**

*Appropriate level of insurance to cover bounce house.*

**COMMITTEE DECISION:**

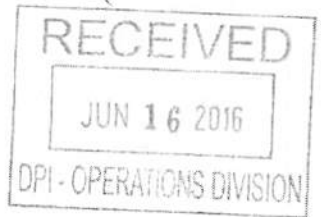
APPROVE

DENY

*[Handwritten signatures and initials under APPROVE]*

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



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: Jagemann Stamping Co. picnic

Date(s) of event: 8/27/16 Time: \_\_\_\_\_

What items (or items of similar nature) will be erected or placed on City property or right-of-way?

- Bounce house  Yes, size 15x15  No - plan to use sand bags rather than stakes  
If electric, where will item be plugged in? \_\_\_\_\_
- Tent or canopy  Yes, size \_\_\_\_\_  No
- Fence  Yes, size \_\_\_\_\_  No
- Sign  Yes, size \_\_\_\_\_  No
- Other (describe) volleyball net, badminton net Size standard 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:  
Dayna Wech  
5757 W. Custer St.  
Manitowoc, WI 54220

Phone #: 920 860 1931

**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



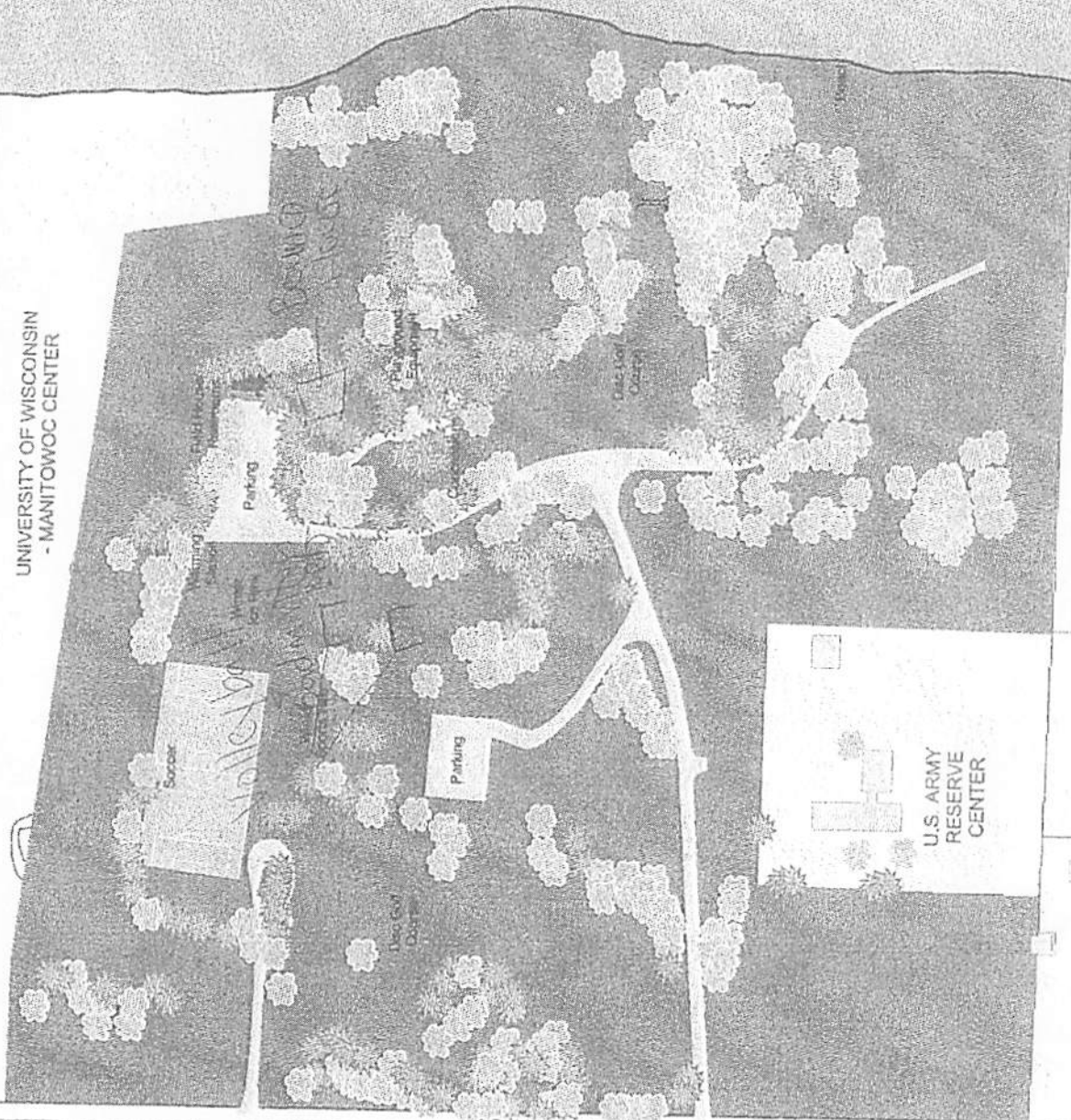
*Office use only:*

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

\$50 Paid 6/23/16

UNIVERSITY OF WISCONSIN  
- MANITOWOC CENTER

LAKE  
MICHIGAN



S-10TH ST

- Amenities:**
- Concession Stand
  - Disc Golf
  - Field House
  - Fishing
  - Grilling
  - Horseshoes
  - Ice Skating
  - Open Air Shelter
  - Picnic Areas
  - Playground Areas
  - Restrooms
  - Skating
  - Soccer
  - Swimming
  - Volleyball
  - Walking/Hiking



# Silver Creek Park

City of Manitowoc, WI



NOT TO SCALE

Map Prepared by  
City of Manitowoc  
Planning Department  
Map Number: 10/20/2018  
www.cityofmanitowoc.com