

# CITY OF MANITOWOC

WISCONSIN, USA

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March 21, 2019

Ms. Karen Nichols  
The Chamber of Manitowoc County  
1515 Memorial Drive  
Manitowoc, WI 54220

RE: *Waiver of Fees – Use of Picnic Silver Creek Fieldhouse, picnic tables, and portable outdoor grill – June 19, 2019*

Dear Ms. Nichols:

The above request was acted upon by the Special Event Committee at the meeting on March 20, 2019, at which time the committee granted your request.

For the use of the picnic tables and portable grill, please contact the Parks Department at 686-6518.

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: 3/20/2019

EVENT NAME: WAIVER OF FEES: Business Appreciation Picnic

ORGANIZER: Chamber of Manitowoc County - Karen Nichols

EVENT DATE: 6/19/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of the Silver Creek Fieldhouse, portable grill, and picnic tables

### ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	409
RECREATION	
STREETS	
TOTAL DEPT. COSTS	409

### ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	75
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	484
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

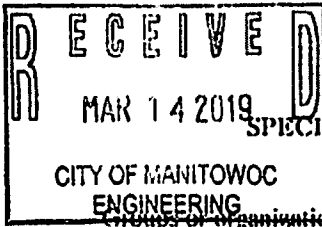
APPROVE

DENY

*Todd B.*  
*Tom Dulbert*  
*J. Maj*

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 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: The Chamber of Manitowoc County Annual Picnic

1. Name of club/organization making request The Chamber of Manitowoc County  
Address 1515 Memorial Drive Telephone 684-5575

2. Names of club officers: Name Address Telephone  
President Executive Director - Karen Nichols 1515 Memorial Drive 6845575  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_

3. Facility requested: Lincoln Park Cabin 2  
Equipment requested: Extra picnic tables

4. Specific dates and hours facility/equipment will be used: Date June 19 Hrs. Noon - 8pm

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

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 Chamber of Commerce

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 \_\_\_\_\_ No X  
If "yes," please provide the following information of individual to contact:  
Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signed Karen Nichols Date 3/14/2019

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

# DPI EQUIPMENT CHARGES

**Streets & Sanitation Division Equipment (686-3580):**

	# Needed		# of Days*	Cost/Day	Total	
Barricades						
2'	_____	X	_____	X \$3.00	=	_____ Flashers _____
3'	_____	X	_____	X \$3.00	=	_____ Flashers _____
8'	_____	X	_____	X \$4.00	=	_____
Rail type-long	_____	X	_____	X \$2.00	=	_____
Rail type-short	_____	X	_____	X \$2.00	=	_____
Channelizer Drums	_____	X	_____	X \$3.00	=	_____
Cones						
18"	_____	X	_____	X \$1.50	=	_____
28"	_____	X	_____	X \$1.50	=	_____
Safety vests	_____	X	_____	No charge	=	No Charge
Snow fence						
Rolls	_____	X	_____	X \$4.00	=	_____
Posts	_____	X	_____	No Charge	=	No Charge
Post driver/pounder	_____	X	_____	No Charge	=	No Charge
Traffic signs	_____	X	_____	X \$2.00	=	_____ Description _____
	_____	X	_____	X \$2.00	=	_____ Description _____
	_____	X	_____	X \$2.00	=	_____ Description _____
Traffic signs (Portable)	_____	X	_____	X \$3.00	=	_____ Description _____
	_____	X	_____	X \$3.00	=	_____ Description _____
	_____	X	_____	X \$3.00	=	_____ Description _____
Other (list items and amounts)	_____					

**Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.**

Banquet tables, 8'	_____	X	_____	X \$5.00	=	_____
Park benches	_____	X	_____	X \$7.00	=	_____
Picnic tables	<u>12</u>	X	<u>1</u>	X \$7.00	=	<u>84</u>
Risers, platform	_____	X	_____	X \$15.00	=	_____ Description _____
Security stanchions	_____	X	_____	X \$5.00	=	_____
Tent, 10'x10'	_____	X	_____	X \$30.00	=	_____
Tent, 10'x20'	_____	X	_____	X \$35.00	=	_____
Ticket booths, outdoor	_____	X	_____	X \$15.00	=	_____
Trash cans	_____	X	_____	No Charge	=	No Charge
Wenger portable bandwagon, 35x8***	_____	X	_____	X \$240.00	=	_____
Other (list items and amounts)	<u>Grill</u> <u>Fieldhouse \$215</u> <u>50</u>					

**TOTAL RENTAL CHARGES**      409

\*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.  
 \*\*The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.  
 If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00