



# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



August 8, 2019

Faith Church  
Pastor Kyle Matenaer  
2201 S. 42<sup>nd</sup> Street  
Manitowoc, WI 54220

RE: Waiver of Fees – Use of Bandwagon – September 8, 2019

Dear Pastor Matenaer:

Your request for a waiver of fees for use of the bandwagon for your event on September 8, 2019 was acted upon by the Special Events Committee at their meeting of August 7, 2018.

At said meeting the Committee unanimously recommended approval of your request.

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

Very truly yours,

Deborah Neuser  
City Clerk

DN:mrk

Enclosure

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: 8/7/2019

EVENT NAME: WAIVER OF FEES: Serve Sunday

ORGANIZER: Faith Church - Kyle Matenaer

EVENT DATE: 9/8/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of bandwagon for church service/volunteer event in parks & other organizations around Manitowoc; bandwagon to be picked up from roadway after Sputnikfest & delivered to Faith Church

### ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	480
RECREATION	
STREETS	
TOTAL DEPT. COSTS	480

### ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	125
WAIVED -ROOM TAX	605
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

*[Handwritten signatures]*

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

JUL 30 2019

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: Service Sunday

1. Name of club/organization making request: Faith Church  
Address: 2201 S 42nd St Telephone: 414-617-1441

2. Names of club officers:  
President: Name: V/ta Malenka Address: 2201 S 42nd Telephone: 414-617-1441  
Secretary: \_\_\_\_\_  
Treasurer: \_\_\_\_\_

3. Facility requested: \_\_\_\_\_  
Equipment requested: Band wagon

4. Specific dates and hours facility/equipment will be used: Date Sep. 8 Hrs. 5

5. Please explain your request, as to what fees you desire waived or reduced and reasons:  
Service Sunday is a day where our whole church gets out and serves our community. Any fees that are waived would help and be a blessing.

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: 7-30-19

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

## DPI EQUIPMENT CHARGES

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

	<u># Needed</u>		<u># of Days*</u>		<u>Cost/Day</u>		<u>Total</u>	
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	_____	X	No charge	=	No Charge	
Snow fence								
Rolls	_____	X	_____	X	\$4.00	=	_____	
Posts	_____	X	_____	X	No Charge	=	No Charge	
Post driver/pounder	_____	X	_____	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	_____	X	_____	X	\$7.00	=	_____	
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	_____	X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8***	<u>1</u>	X	<u>2</u>	X	\$240.00	=	<u>480</u>	
Other (list items and amounts)	_____							

### TOTAL RENTAL CHARGES 480

\*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