



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

September 28, 2017



Izaak Walton League of America – Manitowoc County Chapter
Mike Sgarioto
843 Nicholas Ct.
Manitowoc, WI 54220

RE: *Waiver of Fees – Izaak Walton Appreciation Dinner – November 9, 2017*

Dear Event Organizer:

The above request was acted upon by the Special Event Committee at the meeting on September 25, 2017, at which time the committee granted your request.

For 2017, as part of the Mayor's budget all fees for special events were waived. The 2018 budget has not been set. Non-waivable fees will be charged as set by policy.

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

Very truly yours,

Deborah Neuser
City Clerk

DAN:mrk

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

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: 9/25/2017

EVENT NAME: Appreciation Dinner

ORGANIZER: Izaak Walton League - Mike Sgarioto

EVENT DATE: 11/9/2017

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of cabin 2 for appreciation dinner; Izaak Walton League used to use cabin for monthly meetings at a rate of \$300/year, but have not done so the past 2 years

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	132
RECREATION	
STREETS	
TOTAL	132

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
GRAND TOTAL	132

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

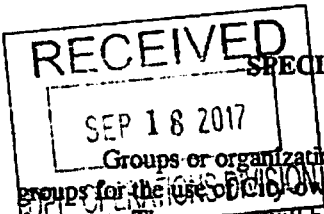
DENY


Handwritten signatures of committee members, including initials like 'TMS' and 'Liz M/Kd'.

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

CABIN 2 NOV 9.



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: IZAAK WALTON APPRECIATION DINNER

1. Name of club/organization making request IZAAK WALTON
Address MANITOWOC COUNTY CHAPTER Telephone _____

2. Names of club officers: Name Address Telephone
President TERRY TUSCHEL 1721 NORSTAD RD 920-758-2293
Secretary KAYLA DRUMM 4305 CUSTER MTWC 920-374-0745
Treasurer TONY SMITH 10529 DIAMOND RD WHITELAW 920-901-4968

3. Facility requested: LINCOLN PARK CABIN 2
Equipment requested: NONE

4. Specific dates and hours facility/equipment will be used: Date NOV 9 2017 Hrs. 4pm TILL CLOSE

5. Please explain your request, as to what fees you desire waived or reduced and reasons. LOOKING TO WAIVE FEES FOR CABIN. WE HAVE DONATED A LOT OF MONEY FOR SEVERAL PARKS PROJECTS.

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 IF ANY MONEY WOULD BE COLLECTED IT WOULD BE TO HELP PAY FOR THE DINNER

9. What will revenues be used for? THIS IS A THANK YOU DINNER

10. Do you wish to meet personally with the Committee to discuss this request? Yes _____ No IF NEEDED
If "yes," please provide the following information of individual to contact:

Name MIKE SGAROTI Address 843 NICHOLAS CT MTWC Telephone 920-973-7789

Signed Mike Sgaroti Date 9-17-2017

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