



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



December 28, 2018

CESA 7 Head Start
Meagan Christel
130 S. 9th St.
Manitowoc, WI 54220

RE: Snow Ball – February 21, 2019 – Silver Creek Field House - WAIVER OF FEES

Dear Ms. Christel:

Your request for a waiver of fees to use the Silver Creek Field House for the Snow Ball event on February 21, 2019, was acted upon by the Special Events Committee at the meeting of Wednesday, December 26, 2018. At said meeting the Committee unanimously 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: 12/26/2018

EVENT NAME: WAIVER OF FEES - Snow Ball

ORGANIZER: CESA 7 Head Start - Megan Christel

EVENT DATE: 2/21/2019

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Requesting use of Silver Creek Fieldhouse for a Snow Ball

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	275
RECREATION	
STREETS	
TOTAL DEPT. COSTS	275

ESTIMATED EVENT HOLDER CHARGES:

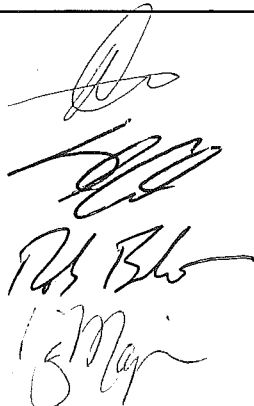
LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	
WAIVED -ROOM TAX	275
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

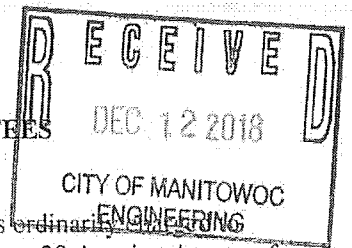
DENY



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} 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: Snow Ball

1. Name of club/organization making request CESA 7 Head Start
Address 1130 S. 9th Street Manitowoc Telephone (920) 683-160

2. Names of club officers: Name Address Telephone
President _____
Secretary _____
Treasurer _____

3. Facility requested: Silver Creek Field House
Equipment requested: microphone if available

4. Specific dates and hours facility/equipment will be used: Date February 21st Hrs. 12 p.m. - 8 p.m.

5. Please explain your request, as to what fees you desire waived or reduced and reasons. _____
Our program would like to offer a family activity/dance at no cost to families in Head Start - we serve families living at or below poverty, who are homeless or have children in fostercare and have limited funding opportunity, this would allow us to offer the activity for families in a setting they may not otherwise experience.

6. Which do you consider your group to be?
A. Community service School/Community Service program 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 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 No
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed Meagan Christel Date 12/12/18

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

\$275.00