

## Sandy Ronski

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**From:** Elizabeth Majerus  
**Sent:** Friday, September 13, 2019 9:16 AM  
**To:** Sandy Ronski; SpecialEvents  
**Subject:** RE: Stake Permit - Conard party 09-14-19

The insurance certificate with correspondence AI endorsement was received and approved.

Thanks,  
Liz

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**From:** Sandy Ronski  
**Sent:** Thursday, September 12, 2019 4:02 PM  
**To:** SpecialEvents  
**Subject:** Stake Permit - Conard party 09-14-19

Aaron Conard just came in & rented the open air shelter portion of the Red Arrow bath house for Saturday, 9/14. As I was doing the rental contract, he mentioned that he had a \$250 bounce house rented, so a Stake Permit is attached along with the contact information for the bounce house rental.

**Sandy Ronski**  
Operations Clerk II  
Transit, Cemetery, & Parks  
City of Manitowoc  
900 Quay St.  
Manitowoc, WI 54220  
920-686-6518  
920-686-6525 fax  
[www.manitowoc.org](http://www.manitowoc.org)

City of Manitowoc  
**Stake Permit**

SEP 12 2019

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: Aaron Conard

Location (park name or property address): Red Arrow

Date(s) of event: Sept 14th Time: 9:00am

What items will be erected or placed on City property or right-of-way?

Bounce house  Yes, size open  No

If electric, where will item be plugged in? \_\_\_\_\_

Tent or canopy  Yes, size \_\_\_\_\_  No

Fence  Yes, size \_\_\_\_\_  No

Sign  Yes, size \_\_\_\_\_  No

Other (describe) \_\_\_\_\_ Size AC

If electric, where will item be plugged in? power panel

**Permit holder MUST provide a diagram of where item(s) will be placed.**

Name and address of event organizer:

Aaron Conard

\_\_\_\_\_

\_\_\_\_\_

Phone #: 920 681-0359

**Return form to:** City of Manitowoc – Parks Division  
900 Quay St.  
Manitowoc, WI 54220  
Phone: 920-686-3580 • Fax: 920-686-6525  
E-mail: parksadmin@manitowoc.org



**Office use only:**

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



**Wizard's Kingdom**

Picnics • Company Events  
Rentals Available  
Birthday/Graduation Parties  
Special Events

**920-683-2111**



# WIZARD'S KINGDOM

Located in the Lakeshore Mall  
Bernie LeCaptain  
700 E. Magnolia Ave.  
Manitowoc, WI 54220  
920-683-2111



Raffles - Birthday Parties  
Tables/Slides - Inflatable Rentals  
Arcade Area - Food/Refreshments