

16-0062

DEC 25 REC'D

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: Mini Golf Fundraiser at Citizen's Park

2. Date of Event: MAY 19 '16 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 3:00PM AM/PM Actual Start Time: 4:00PM AM/PM Finish Time: 8:00 AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:

SUNRISE ROTARY
Name of organization responsible for event

PEGGY KADOW
Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event (920) 901-6604

" " "
Contact name DURING event (if different)

Telephone # DURING event (_____) _____ - _____

4534 Harvest Circle
Street Address

Manitowoc WI 54220
City, State, Zip

E-mail address peggy.kadow@gmail.com
of event organizer

Is the sponsoring organization a 501(c)(3) organization? Yes No

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event.
Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

FUND RAISER FOR SUNRISE ROTARY. WILL HAVE EACH HOLE SPONSORED. GAMES WILL BE PLAYED AT CERTAIN HOLE. FOOD AND BEVERAGES WILL BE SOLD (HAMBURGER, HOT DOGS, SODA, COFFEE) THE EVENT WILL BE STAFFED BY ROTARIANS.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? Citizen's No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?
MINIATURE GOLF COURSE, RESTROOMS OF AQUATIC CENTER

Have you reserved the park &/or park facilities? Yes No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? Yes No If yes, which street(s): _____

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? Yes No



6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? Yes No

If yes, where on the trail will the event begin: _____

Where on the trail will the event end: _____

When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. **The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.**

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____

Date: _____

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? 150

How many vendors will be at your event? ONE

How many vehicles? 50-75

Do you require any special parking restrictions? Yes No If yes, what type, when, and where: _____

Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

Will food be prepared and/or served at the event? Yes No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? Yes No

Will a loudspeaker or similar electric sound amplification system be used outdoors? Yes No

If yes, what hours: MUSIC FROM STAND AS USED FOR MINI GOLF REGULARLY

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No

If yes, please describe:

IF IT IS DARK BEFORE 800 WILL NEED LITES ON

Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? Clean-up Street-sweeping

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? Yes No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? Yes No If yes, please indicate what types of animals, how many are expected, and where they will be located. _____

What toilet facilities will be made available to your participants? Indoor Outdoor

Please describe the toilet facilities that will be provided, including their locations and the number of units:

WOULD LIKE RESTROOMS OF AQUATICCTR AVAILABLE. UNDERSTAND "GUARD" IS NECESSARY TO KEEP PEOPLE FROM POOL.

Will alcoholic beverages be served/sold? Yes No If yes, a "Special Class B" license will allow sale/service of beer and/or wine.

Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

In the case of a premise with a current alcohol license, do you need an extension of your premise? Yes No **If yes, give a detailed explanation under #5.**

Do you require a waiver of the restriction to serve alcohol in a park? Yes No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. **A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed.** Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Please indicate the total number of items requested:

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	3-4	X	1	X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8**	_____	X	_____	X	\$240.00	=	_____	
Other (list items and amounts):								

TOTAL RENTAL CHARGES 0

*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

Delivery fees will be adjusted based on actual items rented.

9. **Stake Permit:** There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground. The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up. Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy Yes No
 Fence Yes No
 Sign Yes No
 Bounce house Yes No If electric, where will item be plugged in? _____
 Other _____ Yes No If electric, where will item be plugged in? _____

If yes for any, give a detailed explanation under #5.

10. **Safety and Security for Your Event:**

Do you have the correct level of insurance for your specific event? Yes No
 Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? Yes No If yes, please describe:

 Name of Security Coordinator (920) 901 - 6604 Phone # before event () - Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event? Yes No
 The City reserves the right to require a detailed written public safety plan.

11. **Fees & Reimbursement:** Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. **Charges will apply for lost, stolen, or damaged equipment. Stake Permit Fees, License Fees and Delivery Fees will not be waived.**

Is a waiver of some or all fees requested? Yes No

If yes, please explain what fees you desire waived or reduced and the reason(s):
 Because this is a charity ~~event~~ ^{the more fees that are} WAIVED OR reduced the more SUNRISE Rotary can put into the community

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

Yes No

If yes, explain and list specific charges: We would like to charge between \$5.00 and \$10.00 per round of golf. Food items would also be sold.

What are your estimated revenues and what will the revenues be used for?

We would like \$1000 more in profits. While we ~~are specific~~ have no specific target for those funds, we give generously to the community.

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

Please see the ATTACHED for a list of SUNRISE Rotary's prior giving and its 2 year financial report.

12. Legal Notice

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 5 / 24 / 1954

Signature of Applicant: *Lisa A. Buerie*
CG-CHAIR

Date: 12/21/15

830 ~~830~~ N 9TH ST. 54220
920-645-3465
LIBRARIAS4@gmail.com

**MANITOWOC PARKS DEPARTMENT
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 Parks & Recreation 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

1. Name of club/organization making request Sunrise Rotary
Address C/o Peggy Kadow, 4534 Harvest Ln, 54220 Telephone 920-901-6604
2. Names of club officers:

Name	Address	Telephone
President <u>PAULA FEEST</u>	<u>858 N 17th Street, 54220</u>	<u>920-905-2211</u>
Secretary <u>Judy Schmidt</u>	<u>2103 Richmond Ave, 54220</u>	<u>920-682-3572</u>
Treasurer <u>MICHELE BUDYSZ</u>	<u>1226 525th ST, 54220</u>	<u>920-769-0433</u>
3. Facility requested: Mini Golf course
Equipment requested: clubs, balls & other equipment
4. Specific dates and hours facility/equipment will be used: Date May 19th 2016 Hrs. 3pm - 8pm
5. Please explain your request, as to what fees you desire waived or reduced and reasons. Because this is a charity event, any fees that are waived or reduced means more money for Sunrise Rotary to put back into the community.
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 We would like to charge between \$5⁰⁰ & \$10⁰⁰ per round of golf. Food items would also be sold
9. What will revenues be used for? Please see attached for a list of prior giving by Sunrise Rotary.
10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes No _____
If "yes," please provide the following information of individual to contact:
Name LISA BRUEKE Address 830 N 9th 54220 Telephone 920-645-3465

Signed Lisa Brueke Date 12/21/15
co chair

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

When completed, this form is to be returned to the Manitowoc Parks Department, 2655 S. 35th St., Manitowoc, WI 54220.

Committee Action: Approved _____ Denied _____ Date _____

Manitowoc Sunrise Rotary

We're All About Kids

From 2003 through June 30, 2015, Manitowoc Sunrise Rotary supported Manitowoc youth with \$117,600 in targeted gifts to improve educational opportunities and support literacy programs. We provided opportunities for children of all economic levels to participate in creative, athletic and social activities as well.

Sunrise Rotary Gifts for Youth 2003 thru 6/30/2015

Scholarships for high school students	14 students to Business World 44 students to Rotary's World Affair Seminar	\$ 7,000 \$28,600
Scholarships for college students: Lakeshore Technical College, UW Manitowoc and Silver Lake College	44 students	\$45,750
KAN Cool for School (school supplies)		\$14,666
Read to Succeed (books for young readers In Manitowoc Public Schools)		\$ 9,900
Other: Peter's Pantry, educational programming at local museums, youth theatre & sports, shoes for needy children, gifts to youth recreational facilities (Aquatic Center, Miracle League of the Lakeshore, Citizen Park), ecology camps, runaway services, and mentoring.		\$11,684
	Total 2003 – 2015	\$117,600

In addition to our local gifts, Manitowoc Sunrise Rotary invested heavily in Rotary's polio eradication program to keep this deadly disease from returning to our shores and crippling our youth. Over the years, the club and members donated \$26,938 to END POLIO NOW. As a result of the Bill and Melinda Gates Foundation matches in recent years, those gifts provided vaccine (60 cents a dose) for 40,498 children in polio endemic countries.

Manitowoc Sunrise Rotary Foundation
Profit & Loss
 July 2014 through June 2015

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
401 · Paul Harris Contributions	-112.50
402 · World Community Service	1,303.00
403 · Polio Plus Fundraiser	0.00
410 · District Simplified Grant	
411 · Grant received	3,000.00
412 · Expenses paid	-3,000.00
Total 410 · District Simplified Grant	<u>0.00</u>
425 · Gannett Grant	
428 · Shoe Vouchers	-1,040.00
Total 425 · Gannett Grant	<u>-1,040.00</u>
432 · Pancake Breakfast	501.25
465 · Celebrity Bartender	
466 · Bartending	160.00
Total 465 · Celebrity Bartender	<u>160.00</u>
470 · Donations	45.00
471 · Spaghetti Dinner	
459 · Pasta expenses	-766.96
472 · Ticket Sales	2,277.00
Total 471 · Spaghetti Dinner	<u>1,510.04</u>
475 · Run For Your Life	
476 · Participants	881.70
477 · Sponsorships	6,955.00
478 · T-shirts	-500.00
480 · Awards	-127.50
492 · Advertising	-350.00
Total 475 · Run For Your Life	<u>6,859.20</u>
484 · Lobsterfest	5,125.00
487 · Coffee sales	
488 · Coffee sales	50.00
Total 487 · Coffee sales	<u>50.00</u>
Total Income	<u>14,400.99</u>
Gross Profit	14,400.99
Expense	
501 · Contributions	11,390.51
505 · Scholarships	5,050.00
535 · Supplies	28.25
545 · State Licensing Fees	10.00
550 · Postage	49.00
Total Expense	<u>16,527.76</u>
Net Ordinary Income	-2,126.77
Other Income/Expense	
Other Income	
490 · Interest income	137.90
611 · Transfer from Club Savings	840.00
Total Other Income	<u>977.90</u>
Net Other Income	<u>977.90</u>
Net Income	<u><u>-1,148.87</u></u>

Manitowoc Sunrise Rotary Foundation
Balance Sheet
As of June 30, 2015

	<u>Jun 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Checking account	726.94
102 · Savings account	16,530.64
103 · Certificate of Deposit	14,626.33
Total Checking/Savings	<u>31,883.91</u>
Accounts Receivable	
110 · Accounts Receivable	225.00
Total Accounts Receivable	<u>225.00</u>
Total Current Assets	32,108.91
Other Assets	
121 · Prepaid Expense	51.98
Total Other Assets	<u>51.98</u>
TOTAL ASSETS	<u>32,160.89</u>
LIABILITIES & EQUITY	
Equity	
315 · Temp. Restricted Net Assets	
316 · World Community Service	1,174.75
318 · Paul Harris Contributions	325.00
321 · Gannett Grant	1,533.00
Total 315 · Temp. Restricted Net Assets	<u>3,032.75</u>
320 · Unrestricted Net Assets	30,277.01
Net Income	-1,148.87
Total Equity	<u>32,160.89</u>
TOTAL LIABILITIES & EQUITY	<u>32,160.89</u>

Manitowoc Sunrise Rotary Foundation
Balance Sheet
As of June 30, 2014

	<u>Jun 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Checking account	0.39
102 · Savings account	18,624.43
103 · Certificate of Deposit	14,509.94
Total Checking/Savings	<u>33,134.76</u>
Accounts Receivable	
110 · Accounts Receivable	175.00
Total Accounts Receivable	<u>175.00</u>
Total Current Assets	<u>33,309.76</u>
TOTAL ASSETS	<u><u>33,309.76</u></u>
LIABILITIES & EQUITY	
Equity	
315 · Temp. Restricted Net Assets	
316 · World Community Service	1,981.75
317 · Scholarships-Run For Your Life	4,506.41
318 · Paul Harris Contributions	437.50
321 · Gannett Grant	2,933.00
Total 315 · Temp. Restricted Net Assets	<u>9,858.66</u>
320 · Unrestricted Net Assets	20,509.91
Net Income	2,941.19
Total Equity	<u>33,309.76</u>
TOTAL LIABILITIES & EQUITY	<u><u>33,309.76</u></u>

Manitowoc Sunrise Rotary Foundation
Profit & Loss
 July 2013 through June 2014

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
401 · Paul Harris Contributions	212.50
402 · World Community Service	595.00
403 · Polio Plus Fundraiser	0.00
410 · District Simplified Grant	
411 · Grant received	3,000.00
412 · Expenses paid	<u>-3,000.00</u>
Total 410 · District Simplified Grant	0.00
425 · Gannett Grant	
426 · Grant Received	5,000.00
427 · T-Shirts	-450.00
428 · Shoe Vouchers	-987.00
429 · YMCA Memberships	<u>-630.00</u>
Total 425 · Gannett Grant	2,933.00
470 · Donations	45.00
471 · Spaghetti Dinner	
459 · Pasta expenses	-586.00
472 · Ticket Sales	<u>2,519.00</u>
Total 471 · Spaghetti Dinner	1,933.00
475 · Run For Your Life	
476 · Participants	765.00
476.1 · Registration fees	-21.80
477 · Sponsorships	6,515.00
478 · T-shirts	-234.00
480 · Awards	<u>-118.75</u>
Total 475 · Run For Your Life	6,905.45
484 · Lobsterfest	3,800.00
487 · Coffee sales	
488 · Coffee sales	520.00
489 · Product	<u>-168.00</u>
Total 487 · Coffee sales	352.00
Total Income	<u>16,775.95</u>
Gross Profit	16,775.95
Expense	
501 · Contributions	9,935.00
505 · Scholarships	4,850.00
545 · State Licensing Fees	64.00
550 · Postage	<u>49.00</u>
Total Expense	<u>14,898.00</u>
Net Ordinary Income	1,877.95
Other Income/Expense	
Other Income	
490 · Interest income	133.24
611 · Transfer from Club Savings	<u>930.00</u>
Total Other Income	1,063.24
Net Other Income	<u>1,063.24</u>
Net Income	<u><u>2,941.19</u></u>

Event: Mini Golf Fundraiser

Return To: Sandy - Parks
Event Date: 05-19-16

REVIEWING DEPARTMENT RECOMMENDATION



POLICE
(686-6500)

No additional officers needed.

DEPT. CHARGES

LABOR _____

OTHER _____

EQUIP. _____

TOTAL \$0.00

Dept. Head or Designee Name Assist. Chief Nick Reimer Date 12/23/15



FIRE
(686-6500)

Empty box for Fire department recommendation.

DEPT. CHARGES

LABOR _____

OTHER _____

EQUIP. _____

TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____



PARKS
(686-3580)

Empty box for Parks department recommendation.

DIVISION CHARGES

FEES DUE BY ORGANIZER

RENTAL _____

LATE APPL. FEE _____

OTHER _____

STAKE PERMIT _____

TOTAL _____

TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____



REC.
(686-3060)

Empty box for REC. department recommendation.

DIVISION CHARGES

RENTAL _____

OTHER _____

TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____



STREETS
(686-6550)

Empty box for Streets department recommendation.

DIVISION CHARGES

RENTAL _____

OTHER _____

TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

Event: Mini Golf Fundraiser

Event Date: 05-19-16

REVIEWING DEPARTMENT RECOMMENDATION

POLICE
(686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
 EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

FIRE
(686-6500) N/A

DEPT. CHARGES

LABOR N/A OTHER N/A
 EQUIP. N/A TOTAL N/A

Dept. Head or Designee Name Todd M. Blaser Date 12 / 23 / 15

PARKS
(686-3580)

DIVISION CHARGES

FEES DUE BY ORGANIZER

RENTAL _____ LATE APPL. FEE _____
 OTHER _____ STAKE PERMIT _____
 TOTAL _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

REC.
(686-3060)

DIVISION CHARGES

RENTAL _____
 OTHER _____
 TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

STREETS
(686-6550)

DIVISION CHARGES

RENTAL _____
 OTHER _____
 TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

Event: Mini Golf Fundraiser

Event Date: 05-19-16

REVIEWING DEPARTMENT RECOMMENDATION

POLICE
(686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
 EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

FIRE
(686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
 EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

PARKS
(686-3580)

Trash cans - no charge

DIVISION CHARGES

FEES DUE BY ORGANIZER

RENTAL 0 _____ LATE APPL. FEE _____
 OTHER _____ STAKE PERMIT _____
 TOTAL 0 _____ TOTAL _____

Dept. Head or Designee Name Lauren DeWitt Date 12/29/15

REC.
(686-3060)

DIVISION CHARGES

RENTAL _____
 OTHER _____
 TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

STREETS
(686-6550)

DIVISION CHARGES

RENTAL _____
 OTHER _____
 TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

Event: Mini Golf Fundraiser

Event Date: 05-19-16

REVIEWING DEPARTMENT RECOMMENDATION

POLICE
(686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
 EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

FIRE
(686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
 EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

PARKS
(686-3580)

DIVISION CHARGES

FEES DUE BY ORGANIZER

RENTAL _____ LATE APPL. FEE _____
 OTHER _____ STAKE PERMIT _____
 TOTAL _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

REC.
(686-3060)

Staff cost minimal due to regular scheduled opening is 5 pm.
 A guard or staff for the deck security if bathrooms are used. It will depend on if pool is fill or not whether we gave guard or other staff.

DIVISION CHARGES

RENTAL _____
 OTHER Under \$100.00 staff time
 TOTAL _____

Dept. Head or Designee Name Denise Larson Date '12 / 23 / 15

STREETS
(686-6550)

DIVISION CHARGES

RENTAL _____
 OTHER _____
 TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

Event: Mini Golf Fundraiser

Event Date: 05-19-16

REVIEWING DEPARTMENT RECOMMENDATION

POLICE
(686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

FIRE
(686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

PARKS
(686-3580)

DIVISION CHARGES

FEES DUE BY ORGANIZER

RENTAL _____ LATE APPL. FEE _____
OTHER _____ STAKE PERMIT _____
TOTAL _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

REC.
(686-3060)

DIVISION CHARGES

RENTAL _____
OTHER _____
TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

STREETS
(686-6550)

No Street Dept request

DIVISION CHARGES

RENTAL _____
OTHER _____
TOTAL _____

Dept. Head or Designee Name *Randy K* Date *12, 23, 15*