



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



August 5, 2016

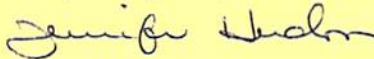
Jolene Szydel
JCI Manitowoc Jaycees
PO Box 1911
Manitowoc, WI 54221

Dear Ms. Szydel:

RE: Waiver of Fees
September 18, 2016

On August 1, 2016, the Special Events Committee approved your Waiver of Fees request for rental of Citizen Park Ball Field on September 18, 2016.

Very truly yours,



Jennifer Hudon
City Clerk

JH:dan

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

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/1/2016

EVENT NAME: WAIVER OF FEES - NFL Punt, Pass, Kick event

ORGANIZER: JCI Manitowoc Jaycees - Jolene Szydel

EVENT DATE: 9/18/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Free football event for kids ages 6-15 at Citizen Park on grassy area/ball diamond

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	45
STREETS	
TOTAL	45

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
(if delivery requested)	
TOTAL E.H. CHARGES	0
GRAND TOTAL	45

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Pat B...
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COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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**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 23C1 Manitowoc Flyers
Address P.O. Box 1911 Manitowoc WI Telephone
2. Names of club officers:

Name	Address	Telephone
President <u>Debra Sigel</u>	<u>3455 Cimarron Court Manitowoc</u>	<u>323-4875</u>
Secretary <u>Andrea Busse</u>	<u>2313 11th St. Two Rivers WI</u>	<u>303-4360</u>
Treasurer <u>SAM Busse</u>	<u>2313 11th St. Two Rivers WI</u>	<u>242-2480</u>
3. Facility requested: Citizens Park Pull Field (next to Aquatic Center)
Equipment requested: None or diamond 9 / grassy area if construction impacts area near Aquatic Center
4. Specific dates and hours facility/equipment will be used: Date Sun Sept 12th Hrs. 1-4 Center
5. Please explain your request, as to what fees you desire waived or reduced and reasons. 23C1 Manitowoc Flyers
Requesting NFL youth football - free event to kids ages 6-15
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 Board/Committee to discuss this request? Yes ☐ No ☒
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed Debra Sigel Date 7/27/16

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 _____

Deborah Neuser

From: Sandy Ronski
Sent: Thursday, July 28, 2016 11:52 AM
To: SpecialEvents
Subject: Waiver of Fees Request - NFL Punt, Pass, Kick event 09-18-16
Attachments: NFL Punt, Pass, Kick 09-18-16.pdf

This is a Waiver of Fees request for use of a Citizen Park ball diamond for an NFL Punt, Pass, Kick event, which will be discussed at the next Special Event Committee meeting. This is a recurring event for children ages 6-15 that has less than 50 people attending.

Sandy Ronski
Operations Clerk II
Cemetery, Parks, Transit, and Streets & Sanitation Divisions
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
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