

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/21/2015

EVENT NAME: WAIVER OF PARTIAL FEES - Meetings of Manitowoc Unit of Fish & Game

ORGANIZER: Manitowoc Unit of Fish & Game - Dean Halverson

EVENT DATE: 2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Requesting use of cabin 1 for monthly meetings from 6 p.m. to 10 p.m. on the first Thursday of the month Jan. - Jun. and Aug. - Oct. for \$300 total.

ESTIMATED CITY COSTS:

STREETS	
PARKS	1161
RECREATION	
FIRE	
POLICE	
TOTAL	1161

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

See signatures on the back of the Waiver application

(None)

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 Manitowoc Unit - Fish & Game
Address Co 1332 S 26th St, Manitowoc Telephone 920-901-2044

2. Names of club officers:

	<u>Name</u>	<u>Address</u>	<u>Telephone</u>
President	<u>Terry Basse</u>	<u>Broadway</u>	<u>920-323-2335</u>
Secretary	<u>Dean Halverson</u>	<u>335 Fairway, Curd</u>	<u>920-901-2064</u>
Treasurer	_____		

3. Facility requested: Lincoln Park Cabin # 1
Equipment requested: None - Have a storage closet

4. Specific dates and hours facility/equipment will be used: Date 1st Thurs - Monthly
Jan - June Hrs. 10am - 10pm
Aug - Oct

5. Please explain your request, as to what fees you desire waived or reduced and reasons.
We had been ground fathered at \$300 annually

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 Donations to cover lunch costs

9. What will revenues be used for? Public projects for conservation & sports

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 Dean Halverson Date 10/8/15

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 _____

yes

no

~~Handwritten text~~

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NWR

TYS

D



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



December 30, 2015

Mr. Dean Halverson
Manitowoc Unit of Fish & Game
1332 S. 26th Street
Manitowoc, WI 54220

RE: Lincoln Park Cabin 1

Dear Mr. Halverson:

Your request for the use of Cabin 1 in Lincoln Park for Manitowoc Unit Fish & Game monthly meetings from 6 p.m. to 10 p.m. on the first Thursday of the month for the months of January thru June and August thru October of 2016 for a total fee of \$300, was acted upon by the Special Events Committee at their meeting of Monday, December 21, 2015.

At said meeting, your request was granted.

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

cc: Chief of Police Tony Dick
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager

