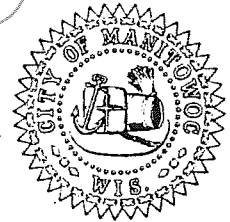




CITY OF MANITOWOC

WISCONSIN, USA  
www.manitowoc.org

5



April 27, 2017

Mr. David Soukup  
1007 N. 15<sup>th</sup> St.  
Manitowoc, WI 54220

RE: Amvets Post 99 - Waiver of Fee Request

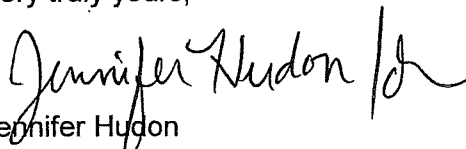
Dear Mr. Soukup:

Your request to waive fees for rental of the Wenger Bandwagon and risers on May 29, 2017, for Memorial Day festivities, was acted upon by the Special Events Committee at the meeting of Monday, April 24, 2017.

At said meeting, the Committee unanimously recommended granting your request.

Please contact the Parks office at 686-3580 to make arrangements for delivery and pick up of the bandwagon.

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



# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 4/24/2017

**EVENT NAME:** WAIVER OF FEES - Memorial Day Picnic

**ORGANIZER:** AmVets Post 99 - David Soukup

**EVENT DATE:** 5/29/2017

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Use of bandwagon; Revenues donated to Veterans' Charities & Community Service

**ESTIMATED CITY COSTS:**

POLICE	
FIRE	
PARKS	480
RECREATION	
STREETS	
<b>TOTAL</b>	<b>480</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	125
<i>(if delivery requested)</i>	
<b>TOTAL E.H. CHARGES</b>	<b>125</b>
 <b>GRAND TOTAL</b>	 <b>605</b>

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE

DENY

*TMB*  
*[Signature]*  
*[Signature]*  
*[Signature]*

**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 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 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: MEMORIAL DAY PICNIC

1. Name of club/organization making request AMVETS Post 99  
Address 4310 CONROE ST MTWOC Telephone 684-6577

2. Names of club officers: Name Address Telephone  
President DENNIS SCHERER 3415 515 ST

Secretary JOHN GARCIA 2310 MIRROR DR APT 4

Treasurer DOUG RIESTERER

3. Facility requested: WENGER BANDWAGON

Equipment requested: ONE SET OF RISERS

4. Specific dates and hours facility/equipment will be used: Date 29 MAY 17 Hrs. 11 AM - 6 PM

5. Please explain your request, as to what fees you desire waived or reduced and reasons. SET UP AND TAKE DOWN FEES AS PAST PRACTICE

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 VETERANS ORGANIZATION

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 FOOD BEVERAGES RAFFIES GAMES

9. What will revenues be used for? VETERANS CHARITIES - COMMUNITY SERVICE

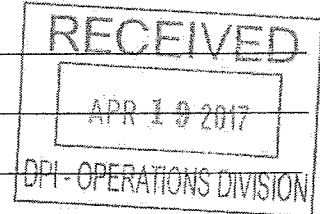
10. Do you wish to meet personally with the Committee to discuss this request? Yes \_\_\_\_\_ No   
If "yes," please provide the following information of individual to contact:  
Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signed DeO E. Boudry Date 18 APR 17

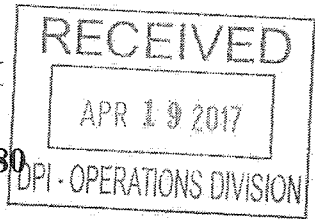
Please attach any additional information which you feel will assist the committee in evaluating your request.

**When completed, return this form to the City of Manitowoc - Parks Division.**

2655 S. 35<sup>th</sup> St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org



**PUBLIC USE OF WENGER BANDWAGON FORM**  
**City Of Manitowoc - Parks Department**  
2655 S 35<sup>th</sup> Street, Manitowoc, WI 54220 • 920-686-3580



Basic pre-tax charges for the use of the bandwagon shall be \$115.00 for one day and \$50.00 for each additional day. Fees are due at the time of application. In addition to these charges, any user of the bandwagon shall also be billed for and required to pay all labor and equipment costs incurred by the Parks Department to facilitate the rental of the band wagon (generally \$500 for weekday setup/takedown). Should any damages occur to the band wagon during its use, any such damages shall be chargeable to the user above and beyond the charges provided for above.

Any organization using said bandwagon shall carry insurance in the amount of \$100,000.00 liability for injuries to any one person and not less than \$300,000.00 liability for injuries from any one accident, and in the sum of not less than \$50,000.00 on account of any accident resulting in the destruction of or injury to property, all with the condition that the parties will indemnify and hold harmless the City of Manitowoc in any action resulting from the use thereof. The aforementioned insurance is to be approved by the City Attorney.

All requests for the use of the bandwagon shall be made to the Manager of the Parks Department at least seven days prior to the use of same, who will refer same to the Parks & Recreation Committee. Such request may be granted by the Parks & Recreation Committee when said request does not interfere with the scheduled use of the bandwagon or work program of the park crews.

The bandwagon shall not be removed from the City limits without the approval of the Parks & Recreation Committee.

Resolution dated May 20, 1974, amended May 19, 1980

The following AMVETS Post 99 requests the use of the above bandwagon for  
(individual or group)

the date(s) MEMORIAL DAY 29 MAY 17 for MEMORIAL DAY PICNIC  
(event name or purpose)

I have read the above conditions, understand and agree to them.

Date: 18 APR 17

Signature: David E. Soukup

Printed name: DAVID E. SOUKUP

Address: 1007 N 15 ST mtwc

Phone: 684-1469

.....

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Parks Manager or Designee

\_\_\_\_\_  
Denied

Date: \_\_\_\_\_

480 Amount Due (Delivery rate + rental rate plus extra hours, if applicable)

Sun pm - free