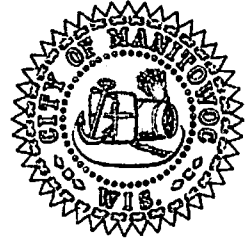




# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



September 14, 2020

Manitowoc Noon Rotary  
Attn: Chan Barden  
PO Box 0385  
Manitowoc, WI 54220

RE: *Waiver of Fees – Use of Silver Creek Fieldhouse – October 11, 2020*

Dear Mr. Barden:

The above request was acted upon by the Special Event Committee at the meeting on September 2, 2020, at which time the committee granted your request.

Please encourage social distancing and proper handwashing and sanitizing. Additionally, please note that participants are to obey all traffic laws.

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Deborah Neuser  
City Clerk

DN:mrk

cc: Special Events Approval Group

**Deborah Neuser, CMC, City Clerk**  
**CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543**  
**Phone (920) 686-6950 · Fax (920) 686-6959 · [dneuser@manitowoc.org](mailto:dneuser@manitowoc.org)**

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/2/2020

EVENT NAME: WAIVER OF FEES: Road Rally

ORGANIZER: Manitowoc Noon Rotary - Chan Barden

E-MAIL ADDRESS: Chan.Barden@associatedbank.com

EVENT DATE: 10/11/2020

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of Silver Creek Fieldhouse to distribute box dinners at end of road rally; road rally begins at Neshotah beach

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Todd Blaser /SR  
Dan Koski /SR  
Steve Corbeille /SR  
Jason Freiboth /SR

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

*Participants should obey all traffic laws.*

1) Organizer is encouraged to make public service announcements regarding social distancing & hand washing, etc. 2) When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.

**CITY OF MANITOWOC - DEPARTMENT OF PUBLIC INFRASTRUCTURE  
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES  
FOR USE OF CITY FACILITIES OR EQUIPMENT**

AUG 26 2020

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 Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two (2) years indicating all expenses and all revenues of the group/organization may be requested by the committee. Groups or organizations must be current on all financial accounts with the City of Manitowoc.

**ALL QUESTIONS MUST BE ANSWERED**

Name of event: Manitowoc Noon Rotary Road Rally

Name of club/organization making request Manitowoc Noon Rotary

Address P.O. Box 0385 Telephone \_\_\_\_\_

2. Names of club officers: Name Address Telephone  
President Kyle Bryntesen P.O. Box 0385  
Secretary Chris Kornely P.O. Box 0385  
Treasurer Chris Kornely P.O. Box 0385

3. Facility requested: Silver Creek Field House  
Equipment requested: none

4. Specific dates and hours facility/equipment will be used: Date(s) October 11<sup>th</sup>, 2020 Hrs. all -day

5. Please explain your request, as to what fees you desire waived or reduced and reasons. Reservation fees. The Manitowoc Noon Rotary Club is a service organization that through its fund raising efforts donates \$8,000-10,000/year to local non-profit and organizations in need in our community.

6. Which do you consider your group to be?  
A. Community service \_\_\_\_\_ B. Non-profit x C. Private business \_\_\_\_\_  
D. Club or organization x E. Other, please explain \_\_\_\_\_

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?  
Yes \_\_\_\_\_ No x

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 Committee to discuss this request? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes," please provide the following information of individual to contact:  
Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signed Chan Barden Date 08/26/20

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

A/N  
5401