



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



September 12, 2019

Ashley Eick
3401 Chasm Lane
Manitowoc, WI 54220

RE: *Waiver of Fees – My Tiger Jungle – October 20, 2019*

Dear Ms. Eick:

Your request for a waiver of fees for the use of the Silver Creek Fieldhouse basement for a Cub Scout meeting on October 20, 2019 was acted upon by the Special Event Committee at the meeting on September 11, 2019. At said meeting the Committee unanimously granted your request.

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

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
Karen Dorow, Business Manager

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

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/11/2019

EVENT NAME: My Tiger Jungle

ORGANIZER: Jackson Elementary Tiger Den Pack 3932 - Ashley Eick

EVENT DATE: 10/20/2019

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of Silver Creek Fieldhouse basement for Cub Scout meeting; will be doing a nature hike & picking up garbage in park; fieldhouse to be used to discuss birds & make birdhouses out of beverage containers

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	100
RECREATION	
STREETS	
TOTAL DEPT. COSTS	100

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	
WAIVED -ROOM TAX	100
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Lydia
Jay
[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

SEP 04 2019

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: "My Tiger Jungle"

1. Name of club/organization making request Jackson Elementary Tiger Den, Pack 3932 (1st Grade Boys and Parents)
Address 1201 North 18th Street, Manitowoc, WI 54220 Telephone 847-857-8089 (Ashley Eick, Den Leader)

2. Names of club officers: Name Address Telephone
President Ashley Eick - Den Leader, 3401 Chasm Lane, Manitowoc Cell: 847-857-8089

Secretary Brian Eick - Den Leader, 3401 Chasm Lane, Manitowoc Cell: 920-901-1283

Treasurer _____

3. Facility requested: Silver Creek Park

Equipment requested: Table Space for 12 boys at Silver Creek Fieldhouse

4. Specific dates and hours facility/equipment will be used: Date 10-20-19 Hrs. 1:00 PM - 2:30 PM

5. Please explain your request, as to what fees you desire waived or reduced and reasons. In order to be awarded the bell loop we need to go on a nature hike and pick out sights and sounds of "nature." We will be picking up garbage along the way. We need to find 2 different kinds of birds. We will then come back into an enclosed facility at the park and discuss the birds and sounds. The boys will then build birdhouses out of milk/juice cartons to take home and hang at their homes. We will clean up when finished. The time spent inside will also include the Pledge of Allegiance & Scout Oath.

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 Committee to discuss this request? Yes _____ No but am willing to
If "yes," please provide the following information of individual to contact:
Name Ashley Eick Address 3401 Chasm Lane, Manitowoc Telephone Cell: 847-857-8089

Signed [Signature] Date 09-04-19

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.
900 Quay St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

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