



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



December 22, 2016

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 9 p.m. on the first Thursday of the month for the months of January thru June and August thru October of 2017 for a total fee of \$300, was acted upon by the Special Events Committee at their meeting of Monday, December 9, 2016.

At said meeting, your request was granted.

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: 12/19/2016

EVENT NAME: WAIVER OF FEES - Manitowoc Fish & Game Monthly Meetings

ORGANIZER: Manitowoc Unit of Fish & Game - Dean Halverson

EVENT DATE: Jan. - Oct. 2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Requesting use of Lincoln Park cabin 1 on first Thursday of month from Jan. - Jun. & Aug. - Oct. for meetings from 6-9pm for \$300 annual fee (\$1161 total - \$300 fee = \$861 to be waived)

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	861
RECREATION	
STREETS	
TOTAL CITY COSTS	861

ESTIMATED EVENT HOLDER CHARGES:

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

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

WMB
Rob B...
[Signature]
[Signature]

TMB

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. - *We do not generate financials Annual budget is generally under \$5,000*
ALL QUESTIONS MUST BE ANSWERED

Name of event: Monthly Meeting

1. Name of club/organization making request Manitowoc Unit - Fish & Game
 Address 1332 S. 76th St. Manitowoc Telephone 920-901-2064

2. Names of club officers: Name Address Telephone
 President Groff Wolf Manitowoc 920-645-1046
 Secretary Dean Halverson 3315 Fairway Dr. Cato - 920-901-2064
 Treasurer " "

3. Facility requested: Cas 1 #1 - Lincoln Park

Equipment requested: _____

4. Specific dates and hours facility/equipment will be used: Date 1st Thurs of Mos
Jan - June Hrs. 6pm to 9pm
Aug - October

5. Please explain your request, as to what fees you desire waived or reduced and reasons.
We have historically been grandfathered at \$300 due to long history

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 We do ask for donation for lunch

9. What will revenues be used for? Glob Activities and Community Projects

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

Signed Dean Halverson Date 12/21/16

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