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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

- Name of club/organization making request The Chamber of Manitowoc County
Address 1515 Memorial Drive Telephone 608 4-5575
 - Names of club officers: Name Address Telephone
President Board - Marcia Donlon / Karen Szyman - Executive Director
Secretary Board - Andy Krajnek 1515 Memorial Drive
Manitowoc, WI 54220
Treasurer Board - Jeff Jagodinski
 - Facility requested: Lincoln Park Fieldhouse
Equipment requested: picnic tables and large grill
 - Specific dates and hours facility/equipment will be used: Date 6-17 Hrs. Noon - 8pm
 - Please explain your request, as to what fees you desire waived or reduced and reasons. Cost of using the facility, grills, tables. Reason: Event will be beneficial to the City of Manitowoc and the community at large.
 - Which do you consider your group to be?
A. Community service _____ B. Non-profit 501c6 C. Private business _____
D. Club or organization _____ E. Other, please explain _____
 - Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes _____ No X
 - If #7 is "yes," explain and list specific charges N/A
 - What will revenues be used for? N/A
 - Do you wish to meet personally with the Board/Committee to discuss this request? Yes _____ No X
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____
- Signed Karen Szyman Date 3/11/2015

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 _____

Rental Contract Contract

City of Manitowoc - Public Works / Parks
 2655 S 35th Street
 Manitowoc, WI 54220
 Phone: (920) 686-3580
 FAX: (920) 686-6525
 Email: activenetinfo@manitowoc.org

Rental Contract #1635, Approved
 Mar 11, 2015 1:40 PM



Company: Chamber Of Manitowoc
 1515 Memorial Dr
 Manitowoc, WI 54220

Agent: Karen Szyman
 Email: kszyman@chambermanitowoccounty.org

Customer Type: Customer
 Prepared By: Sandra Ronski

Work: (920) 684-5575

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$168.00	\$8.40	\$0	\$176.40	\$150.00	\$0	\$0	\$0	\$326.40

▼ RESERVATIONS

Event		Resource	Center		Notes
Annual Chamber Picnic Type: Park and Rec Facility Rental Attend/Qty: 120		LP Fieldhouse	Lincoln Park 1215 N 8th St Manitowoc, WI 54220 (920) 686-3580		--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Wednesday	Jun 17, 2015	9:00 AM	14 hours	Jun 17, 2015 at 11:00 PM	
Summary					Notes
Total Number of Dates: 1					--
Total Time: 14 hours					

▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
PARK Fieldhouse - Res	Annual Chamber Picnic #1635 LP Fieldhouse	\$168.00	1.00	WI State Tax: \$8.40	\$176.40

▼ DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
PARK Indoor Facility Security Deposit	Annual Chamber Picnic #1635 LP Fieldhouse	\$150.00	\$0	\$0	\$0	\$150.00

▼ DISCLAIMERS