



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

May 17, 2017



Mr. Glenn Graff
1716 Western Ave.
Manitowoc, WI 54220

Dear Mr. Graff:

RE: Manitowoc Co. Miracles Special Olympics Tournament – June 17, 2017

Your request to use ball diamonds 2 & 3, concession stand and open air shelter at Citizen Park for Manitowoc County Miracles Special Olympics Tourney on June 17, 2016, with a rain date of June 19, 2016, was acted upon by the Special Events Committee at their meeting of May 15, 2017..

At said meeting the Committee granted your request.

At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to dneuser@manitowoc.org. Special Events Insurance Requirements are also enclosed.

Please contact the Recreation Department at 686-3060 for rental of the various ball diamonds, open air shelter and concession stand.

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

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

cc: Richard Rosinsky
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: 5/15/2017

EVENT NAME: Mtwc. Co. Miracles Special Olympics Tournament

ORGANIZER: Mtwc. Co. Miracles Special Olympics - Richard Rosinski

EVENT DATE: 6/17/17 (Raindate 6/18/17) NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Tournament at Citizen Park for bocce ball, t-ball, & softball. Use of diamonds 2 & 3, City's concession stand, open air shelter, picnic tables, & trash cans.

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	482
RECREATION	260
STREETS	0
TOTAL CITY COSTS	742

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	125
(if delivery requested)	
TOTAL E.H. CHARGES	125
GRAND TOTAL	867

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Todd Has
[Signature]
SCOTT J. [Signature]
[Signature]
[Signature]

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

RECEIVED

SEP 27 2016

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: Manitowoc Co. Miracles Special Olympics Tourney
2. Date of Event: 6-17-17 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 7 AM/PM Actual Start Time: 9 AM/PM Finish Time: 5 AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Manitowoc Co. Miracles Sp. Oly.
Name of organization responsible for event
Richard Rosinsky Telephone # PRIOR TO event (920) 684 6909
Name (first, middle, and last) of event organizer
Glenn Graff Telephone # DURING event (920) 242 0161
Contact name DURING event (if different)
1716 Western Ave.
Street Address
Manitowoc Wisc 54220
City, State, Zip E-mail address GRAFFS@1501.net
of event organizer

Is the sponsoring organization a 501(c)(3) organization? ☒ Yes ☐ No

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event.
Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

The event is at CP. This is a Special Olympic Tourney in the sports base ball, T-ball, + softball. Some youth fields as well as diamonds 2 + 3 will be used as well as the open air shelter + concession stand.

Will the event be held in a Manitowoc park or utilize any park facilities? ☒ Yes Which park? _____ ☐ No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

Some youth fields, diamonds 2 + 3, open air shelter + concession stand

Have you reserved the park &/or park facilities? ☒ Yes ☐ No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? ☐ Yes ☒ No If yes, which street(s): _____

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

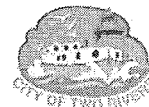
Will the event be held on the sidewalk? ☐ Yes ☒ No

6. **Mariners Trail Permit:**

Will any portion of the Mariners Trail be used? ☐ Yes ☒ No

If yes, where on the trail will the event begin: _____

Where on the trail will the event end: _____



When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. **The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.**

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____

Date: _____

7. **Tell Us About Your Event:**

What is the estimated attendance at your event, including observers? 500 people

How many vendors will be at your event? None How many vehicles? None

Do you require any special parking restrictions? ☐ Yes ☒ No If yes, what type, when, and where: _____

Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

Will food be prepared and/or served at the event? ☒ Yes ☐ No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? ☐ Yes ☒ No

Will a loudspeaker or similar electric sound amplification system be used outdoors? ☐ Yes ☒ No

If yes, what hours: _____

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? ☐ Yes ☒ No

If yes, please describe: _____

Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? ☐ Clean-up ☐ Street-sweeping None required

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? ☐ Yes ☒ No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? ☐ Yes ☒ No If yes, please indicate what types of animals, how many are expected, and where they will be located. _____

What toilet facilities will be made available to your participants? ☐ Indoor ☒ Outdoor

Please describe the toilet facilities that will be provided, including their locations and the number of units:

Citizens Park restrooms by concession stand

Will alcoholic beverages be served/sold? ☐ Yes ☒ No If yes, a "Special Class B" license will allow sale/service of beer and/or wine. Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

In the case of a premise with a current alcohol license, do you need an extension of your premise? ☐ Yes ☒ No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? ☐ Yes ☒ No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. **A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed.** Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*		Cost/Day		Total	
Barricades								
2'		X		X	\$3.00	=		Flashers
3'		X		X	\$3.00	=		Flashers
8'		X		X	\$4.00	=		
Rail type-long		X		X	\$2.00	=		
Rail type-short		X		X	\$2.00	=		
Channelizer Drums		X		X	\$3.00	=		
Cones								
18"		X		X	\$1.50	=		
28"		X		X	\$1.50	=		
Safety vests		X		X	No charge	=	No Charge	
Snow fence								
Rolls		X		X	\$4.00	=		
Posts		X		X	No Charge	=	No Charge	
Post driver/pounder		X		X	No Charge	=	No Charge	
Traffic signs		X		X	\$2.00	=		Description
		X		X	\$2.00	=		Description
		X		X	\$2.00	=		Description
Traffic signs (Portable)		X		X	\$3.00	=		Description
		X		X	\$3.00	=		Description
		X		X	\$3.00	=		Description
Other (list items and amounts)								

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'		X		X	\$5.00	=		
Park benches		X		X	\$7.00	=		
Picnic tables		X		X	\$7.00	=		
Risers, platform		X		X	\$15.00	=		Description
Security stanchions		X		X	\$ 5.00	=		
Tent, 10'x10'		X		X	\$30.00	=		
Tent, 10'x20'		X		X	\$35.00	=		
Ticket booths, outdoor		X		X	\$15.00	=		
Trash cans		X		X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***		X		X	\$240.00	=		
Other (list items and amounts):								

TOTAL RENTAL CHARGES

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

***The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. Stake Permit: **There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground.** The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up. Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy ☐ Yes ☒ No
 Fence ☐ Yes ☒ No
 Sign ☐ Yes ☒ No
 Bounce house ☐ Yes ☒ No If electric, where will item be plugged in? _____
 Other _____ ☐ Yes ☒ No If electric, where will item be plugged in? _____

If yes for any, give a detailed explanation under #5.

10. Safety and Security for Your Event:

Do you have the correct level of insurance for your specific event? ☒ Yes ☐ No

Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? ☐ Yes ☒ No If yes, please describe:

If help is needed we will contact 911, otherwise none needed

Name of Security Coordinator _____

() _____
Phone # before event

() _____
Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event? ☒ Yes ☐ No
 The City reserves the right to require a detailed written public safety plan.

11. Fees & Reimbursement: Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment. Stake Permit Fees, License Fees and Delivery Fees will not be waived.

Is a waiver of some or all fees requested? ☒ Yes ☐ No

If yes, please explain what fees you desire waived or reduced and the reason(s):

Reduced the fees for the used of youth fields, diamonds, open air shelter & concessions stand. We are a non profit group.

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

☐ Yes ☒ No

If yes, explain and list specific charges

What are your estimated revenues and what will the revenues be used for?

Equipment & transportation

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

12. Legal Notice

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 8 / 25 / 50

Signature of Applicant: Richard Rosinsky

Date: 10-2-16

MANITOWOC PARK & RECREATION DEPARTMENT EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds X

BB Diamonds _____

Soccer Field _____

Tennis Courts - How Many? _____

Pool _____

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans _____

Picnic Tables _____

Benches _____

Other _____

AREA REQUESTED Halverson Park diamonds 1 + 2

Number of People 30 DATE DESIRED on back TIME REQUESTED 4PM - 5:30 PM

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Special Olympics

T-Ball practice

PERSON WHO WILL BE RESPONSIBLE Paulette Simonar TELEPHONE 7932977

PERSON MAKING REQUEST Richard Rosinsky

TELEPHONE 6846909 ADDRESS 1110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Kris Zolltheis

ADDRESS 13228 Pioneer Rd - Newton Phone 6933977

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____

SIGNED Paulette Simonar
(Person Responsible)

APPROVED _____

DATE 10-2-16

DENIED _____

Director, Parks & Recreation

Date _____

ATTENDANT(S) _____

START TIME: _____

Tuesdays

May 16 - 23 - 30

June 6 - 13 - 20 - 27

July 11 - 18 - 25

MANITOWOC PARK & RECREATION DEPARTMENT EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds _____

BB Diamonds _____

Soccer Field _____

Tennis Courts - How Many? _____

Pool _____

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans _____

Picnic Tables _____

Benches _____

Other _____

AREA REQUESTED Halverson Park - Green area west of restrooms

Number of People 60 DATE DESIRED on back TIME REQUESTED 6 PM - 7:30 PM

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Be Specific
Special Olympics

boce ball practice

PERSON WHO WILL BE RESPONSIBLE Cheryl Kennedy TELEPHONE 6825221

PERSON MAKING REQUEST Richard Rosinsky

TELEPHONE 6846909 ADDRESS 1110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Kris Zolltheis

ADDRESS 13228 Pioneer Rd - Newton Phone 6933977

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____

SIGNED Cheryl Kennedy
(Person Responsible)

APPROVED _____

DATE 10-2-16

DENIED _____

Director, Parks & Recreation

Date _____

ATTENDANT(S) _____ START TIME: _____

Mondays

May 8-15-22-29

June 5-12-19-26

July 3-10-17-24-31

Aug 7

MANITOWOC PARK & RECREATION DEPARTMENT EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds X

BB Diamonds _____

Soccer Field _____

Tennis Courts - How Many? _____

Pool _____

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans 12 extra

Picnic Tables 12 extra

Benches _____

Other _____

AREA REQUESTED

Citizens Park - Youth fields + diamond 2+3
Concession stand + open air shelter

Number of People 500 DATE DESIRED on back TIME REQUESTED 7AM - 5PM

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR?

Special Olympics
sports Tourney

PERSON WHO WILL BE RESPONSIBLE Richard Rosinsky TELEPHONE 6846909

PERSON MAKING REQUEST Richard Rosinsky

TELEPHONE 6846909 ADDRESS 1110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Krus Zolltheis

ADDRESS 13228 Pioneer Rd - Newton Phone 6933977

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischlef or negligence.

CHARGES _____

SIGNED Richard Rosinsky
(Person Responsible)

APPROVED _____

DATE 10-2-16

DENIED _____

Date _____

Director, Parks & Recreation

ATTENDANT(S) _____

START TIME: _____

Sat. June 17, 2017

Raw Date - Sun June 18, 2017

MANITOWOC PARK & RECREATION DEPARTMENT EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds X

BB Diamonds _____

Soccer Field _____

Tennis Courts - How Many? _____

Pool _____

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans _____

Picnic Tables _____

Benches _____

Other _____

AREA REQUESTED Westfield Park

Number of People 30 DATE DESIRED on back TIME REQUESTED 11AM - 1PM

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Special Olympics
assessment testing

PERSON WHO WILL BE RESPONSIBLE Glenn Graff TELEPHONE 2420166

PERSON MAKING REQUEST Richard Rosinsky

TELEPHONE 6846909 ADDRESS 1110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Kris Zolltheis

ADDRESS 13228 Pioneer Rd - Newton Phone 6933977

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____

SIGNED Glenn Graff
(Person Responsible)

APPROVED _____

DATE 10-2-16

DENIED _____

Director, Parks & Recreation

Date _____

ATTENDANT(S) _____

START TIME: _____

Sunday May 7, 2017

MANITOWOC PARK & RECREATION DEPARTMENT EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds X

BB Diamonds _____

Soccer Field _____

Tennis Courts - How Many? _____

Pool _____

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans _____

Picnic Tables _____

Benches _____

Other _____

AREA REQUESTED

Holmerson Park Diamond 1

Number of People 20

DATE DESIRED on back

TIME REQUESTED 4PM - 5:30 PM

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR?

Special Olympics

softball practice - Bonds

PERSON WHO WILL BE RESPONSIBLE

Dan Schmidt TELEPHONE 3230477

PERSON MAKING REQUEST

Richard Roinsky

TELEPHONE

6846909 ADDRESS 1110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME

Mrs Zollthaus

ADDRESS

13228 Pioneer Rd - Newton Phone 6933977

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____

SIGNED

Dan Schmidt
(Person Responsible)

APPROVED _____

DATE

10-2-16

DENIED _____

Date _____

Director, Parks & Recreation

ATTENDANT(S) _____

START TIME: _____

Weds.

May 17-24-31

June 7-14-21-28

July 5-12-19-26

Aug 3

MANITOWOC PARK & RECREATION DEPARTMENT EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds X

BB Diamonds _____

Soccer Field _____

Tennis Courts - How Many? _____

Pool _____

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans _____

Picnic Tables _____

Benches _____

Other _____

AREA REQUESTED

Westfield Park

Number of People 20 DATE DESIRED on Sat TIME REQUESTED 10AM-1PM

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR?

Special Olympics
Be Specific

softball practice - Badgers

PERSON WHO WILL BE RESPONSIBLE Glenn Graft

TELEPHONE 2420166

PERSON MAKING REQUEST

Richard Rasmussen

TELEPHONE

6846909

ADDRESS

1110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME

Kris Zollner

ADDRESS

13228 Pioneer Rd - Newton

Phone

6933977

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____

SIGNED

Glenn Graft
(Person Responsible)

APPROVED _____

DATE

10-2-16

DENIED _____

Date _____

Director, Parks & Recreation

ATTENDANT(S) _____

START TIME: _____

Saturdays

May 13-20-27

June 3-10-17-24

July 1-8-15-22-29

Aug 5

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

1. Name of club/organization making request Manitowoc Co. Mirocha Special Olympics
Address 13228 Pioneer Rd. - Newton Telephone 6933977
 2. Names of club officers: Name Address Telephone
President Kris Zolthius 13228 Pioneer Rd - Newton 6933977
Secretary Richard Rosinsky 1110 Hamilton St - Mista. 6846909
Treasurer _____
 3. Facility requested: Citizens Park - Westfield Park * Holbrook Park
Equipment requested: _____
 4. Specific dates and hours facility/equipment will be used: Date SEE attachment Hrs. Same
 5. Please explain your request, as to what fees you desire waived or reduced and reasons. Reduced fees for use of diamonds, open air shelter, + concession stand - we are non-profit
 6. Which do you consider your group to be?
A. Community service _____ B. Non-profit X 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 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 Board/Committee to discuss this request? Yes _____ No X
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____
- Signed Richard Rosinsky Date 10-2-16

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 _____