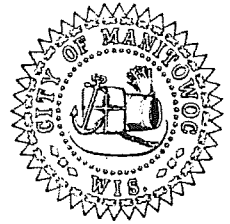


# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

May 24, 2017



The Chamber of Manitowoc County  
Karen Nichols  
1515 Memorial Drive  
Manitowoc, WI 54220

Dear Ms. Nichols:

RE: The Chamber of Manitowoc County Annual Picnic – June 21, 2017

Your request to use Silver Creek field, use of grill and picnic tables and waiver of fees for the Chamber of Manitowoc County Annual Picnic, was acted upon by the Special Events Committee at the meeting on Monday, May 22, 2017.

Your event was approved.

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](mailto:dneuser@manitowoc.org). Special Events Insurance Requirements are also enclosed.

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, Operations Business Manager





# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/22/2017

EVENT NAME: WAIVER OF FEES-Chamber of Mtwc. Co. Annual Picnic

ORGANIZER: Chamber of Manitowoc County - Karen Nichols

EVENT DATE: 6/21/2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Silver Creek Fieldhouse

## ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	168
RECREATION	
STREETS	
TOTAL	168

## ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
(if delivery requested)	
TOTAL E.H. CHARGES	0
GRAND TOTAL	168

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

*W. M. G.*  
*Todd H. H.*  
*Scott A. H.*  
*USATCMAY*

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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RECEIVED

MAY 15 2017

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.**

**ALL QUESTIONS MUST BE ANSWERED**

Name of event: The Chamber of Manitowoc County Annual Picnic / Ribbon Cutting Silver Creek Fieldhouse

1. Name of club/organization making request The Chamber of Manitowoc County  
Address 1515 Memorial Drive Telephone 684-5575

2. Names of club officers: Name Address Telephone  
President Exec. Dir. Karen Nichols 1515 Memorial Drive 684-5575

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

3. Facility requested: Silver Creek Fieldhouse

Equipment requested: Grill and picnic tables

4. Specific dates and hours facility/equipment will be used: Date 6/21/2017 Hrs. Noon - 8pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. No revenue associated with event. Assists in strengthening networking opportunities for Business Community. Moving event to Silver Creek was a request of Mayor Nichols.

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 Chamber of Commerce

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 X  
If "yes," please provide the following information of individual to contact:  
Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signed Karen Nichols Date 5-15-2017

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.**

2655 S. 35<sup>th</sup> St., Manitowoc, WI 54220 • Phone 920-686-3580 • Fax 920-686-6525 • E-mail parksadmin@manitowoc.org



## **Deborah Neuser**

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**From:** Sandy Ronski  
**Sent:** Tuesday, May 16, 2017 3:58 PM  
**To:** SpecialEvents  
**Subject:** Waiver of Fees Request - Chamber of Mtwc. Co. Annual Picnic 06/21/2017  
**Attachments:** Waiver of Fees - Chamber Annual Picnic 06-21-17.pdf

This is a Waiver of Fees request for use of the Silver Creek Fieldhouse for the Chamber of Manitowoc County Annual Picnic, which will be discussed at the next Special Event Committee meeting. This is a recurring request, but previously at the Lincoln Park Fieldhouse.

The form also indicates that this will be a Ribbon Cutting Event for the Silver Creek Fieldhouse, which was originally scheduled to be completed in mid-August. Ms. Szyman from the Chamber told me that the Mayor indicated the remodeling will be done in time for the 6/21/17 picnic.

**Sandy Ronski**  
Operations Clerk II  
Cemetery, Parks, Transit, and Streets & Sanitation Divisions  
City of Manitowoc  
2655 S 35<sup>th</sup> St.  
Manitowoc, WI 54220  
Phone: 920-686-6518  
Fax: 920-686-6525  
[www.manitowoc.org](http://www.manitowoc.org)