



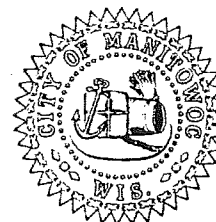
# CITY OF MANITOWOC

WISCONSIN, USA

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

June 6, 2017

8



Manitowoc Co. Breakfast on the Farm  
4823 Thunder Rd.  
Whitelaw, WI 54247

RE: Waiver of Fees

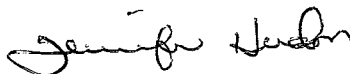
Gentlemen:

Your request to waive fees for use of picnic tables on June 11, 2017 for your annual breakfast, was acted upon by the Special Events Committee at the meeting of Tuesday, May 30, 2017.

At said meeting, the Committee unanimously recommended granting request for waiver of fees.

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

Very truly yours,



Jennifer Hudon  
City Clerk

JH:dan

cc: Karen Dorow, Business Manager  
Sandy Ronski, Operations Clerk II



# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/30/2017

EVENT NAME: WAIVER OF FEES - Breakfast on the Farm

ORGANIZER: Mtwc. Co. Dairy Promotion Committee - Bill Neumann

EVENT DATE: 6/11/2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of picnic tables; organizer will pick them up

## ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	630
RECREATION	
STREETS	
TOTAL	630

## 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	0

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

See approval on back

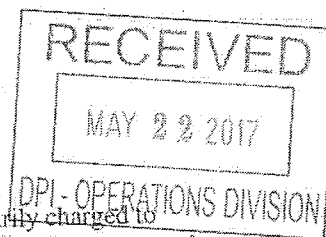
COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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**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: 2017 Breakfast on the farm

1. Name of club/organization making request MTWC Co Dairy Farming Com  
 Address 4333 Thunder Rd Whitefish Telephone 973-6739

2. Names of club officers: Name Address Telephone  
 President Becky Salma 253-5302

Secretary \_\_\_\_\_

Treasurer Sharon Slayter 686-7998 686-7998

3. Facility requested: \_\_\_\_\_

Equipment requested: picnic tables they will pick up whatever they can get

4. Specific dates and hours facility/equipment will be used: Date June 11 Hrs. 7AM - noon

5. Please explain your request, as to what fees you desire waived or reduced and reasons. would all fees

6. Which do you consider your group to be?  
 A. Community service \_\_\_\_\_ B. Non-profit x C. Private business \_\_\_\_\_  
 D. Club or organization x E. Other, please explain \_\_\_\_\_

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?  
 Yes x No \_\_\_\_\_

8. If #7 is "yes," explain and list specific charges fee for the meal

9. What will revenues be used for? promotion of Agriculture in the County

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 Bill Neumann Date 5-22-17

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