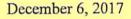
CITY OF MANITOWOC

WISCONSIN, USA www.manitowoc.org





Monroe Elementary School William Bertsche 2502 S. 14th St. Manitowoc, WI 54220

RE: Monroe Elementary Staff Holiday Party - January 12, 2018 - Lincoln Park Cabin 2 - WAIVER OF FEES

Dear Event Organizer:

The above request was acted upon by the Special Events Committee at the meeting of December 4, 2017, at which time the Committee granted your request.

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

Very truly yours,

Deborah Neuser

City Clerk

DN:mrk

cc: Chief of Police Nick Reimer

Fire Chief Todd Blaser

Chad Scheinoha, Operations Division Mgr.

Karen Dorow, Business Manager







SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/4/2017

EVENT NAME: Monroe Elementary Staff Holiday Party

ORGANIZER: Monroe School - William Bertsche

EVENT DATE: 1/12/2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of cabin 2 for a staff holiday get together. The City's Rec. Dept.

uses Monroe gym every Mon. & Wed. throughout the year.

ESTIMATED CITY COSTS:		ESTIMATED EVENT HOLDER CHARG	iES:
POLICE		LATE APPL. FEE (<60 days)	
FIRE		DELIVERY CHARGES	
PARKS	143	(if delivery requested)	
RECREATION		WAIVED	143
STREETS			
TOTAL DEPT. COSTS	143	<u></u>	
		NON-WAIV. STAKE PERMIT	
COMMITTEE CONCERNS:			
COMMITTEE DECISION:			
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APPROVE		DENY	
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COUNCIL ACTION REQUIRED:			
COONCIL ACTION REQUIRED.	<u> </u>		
ITEMS TO INCLUDE IN LETTER:			
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Copy to: Clerk

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 o	fevent: Mource Elementary Staff Holiday Party
1.	Name of club/organization making request Mouron Flavoutary School Address 2502 South 14th 57 Telephone 920-1100 463-9552
	Names of club officers: Name Address Telephone President 1): Niam Buttache 4915 Remiker Whanitown 920-323-2698 Principal Secretary
	Treasurer
3.	Facility requested: Liucoln Park Cabin # Z
	Equipment requested: Tables and Chairs to use in Cabin # 2
4.	Specific dates and hours facility/equipment will be used: Date 1/12-/18 Hrs. 5PM - 11PM
5.	Please explain your request, as to what sees you desire waived or reduced and reasons. We would like to use Cabin # 2 for a staff holiday as t tagether and would like all fees waived. The Ruc Dept uses our montes gyin Every Monday and wednesday all year long, we were
6.	A. Community service B. Non-profit C. Private business C. Private business E. Other, please explain fishing Elementary school.
7.	Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event? Yes NoX
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
Signed_	Will Hetel Date 11/2/17

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. 35th St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org