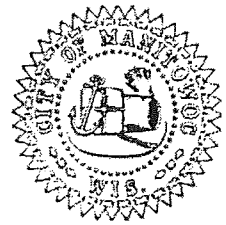




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



May 11, 2018

Mr. David Soukup
1007 N. 15th St.
Manitowoc, WI 54220

RE: *Amvets Post 99 - Waiver of Fee Request – Use of Bandwagon for \$100*

Dear Mr. Soukup:

Your request for a reduction of rental fees for use of the Wenger Bandwagon and risers on May 28, 2017, for Memorial Day festivities, was acted upon by the Special Events Committee at the meeting of Monday, May 7, 2017.

At said meeting, the Committee unanimously recommended granting your request.

Please contact the Parks office at 686-3580 to make arrangements for delivery and pick up of the bandwagon.

Very truly yours,



Deborah Neuser
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
Karen Dorow, Business Manager

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/7/2018

EVENT NAME: WAIVER OF FEES: AMVETS Memorial Day Picnic

ORGANIZER: AMVETS Post 99 - Dave Soukup

EVENT DATE: 5/28/2018

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Wenger bandwagon for \$100 (normal cost = \$960 rental + \$250 delivery = \$1210 total) for the AMVETS Post 99 picnic which is open to the public

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	860
RECREATION	
STREETS	
TOTAL DEPT. COSTS	860

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	250
(if delivery requested)	
WAIVED -ROOM TAX	1110
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

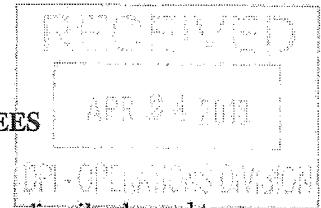
APPROVE

DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

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: MEMORIAL DAY PICNIC

1. Name of club/organization making request Amvets Post 99
Address 4310 CONRDE ST Telephone 684-6577
2. Names of club officers: Name Address Telephone
President DENNIS SCHERER 34155 15 ST 682-8330
Secretary JOHN GARCIA 2310 MIRRO DR APT. 6
Treasurer DOUG RIESTERER
3. Facility requested: WENGER BANDWAGON
Equipment requested: ONE SET OF RISERS (PART OF BANDWAGON)
4. Specific dates and hours facility/equipment will be used: Date 28 MAY 18 Hrs. 11am-6pm
5. Please explain your request, as to what fees you desire waived or reduced and reasons. SET UP AND TAKE DOWN/FEES AS PAST PRACTICE \$100
6. Which do you consider your group to be?
A. Community service X B. Non-profit X C. Private business _____
D. Club or organization X E. Other, please explain VETERANS ORGANIZATION
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 FOOD BEVERAGES RAFFLES - GAMES
9. What will revenues be used for? VETERANS CHARITIES - COMMUNITY SERVICE
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 Dad E. Landrup

Date 24 APR 18

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

PUBLIC USE OF WENGER BANDWAGON FORM
City Of Manitowoc - Parks Department
2655 S 35th Street, Manitowoc, WI 54220 • 920-686-3580

Basic pre-tax charges for the use of the bandwagon shall be \$115.00 for one day and \$50.00 for each additional day. Fees are due at the time of application. In addition to these charges, any user of the bandwagon shall also be billed for and required to pay all labor and equipment costs incurred by the Parks Department to facilitate the rental of the band wagon (generally \$500 for weekday setup/takedown). Should any damages occur to the band wagon during its use, any such damages shall be chargeable to the user above and beyond the charges provided for above.

Any organization using said bandwagon shall carry insurance in the amount of \$100,000.00 liability for injuries to any one person and not less than \$300,000.00 liability for injuries from any one accident, and in the sum of not less than \$50,000.00 on account of any accident resulting in the destruction of or injury to property, all with the condition that the parties will indemnify and hold harmless the City of Manitowoc in any action resulting from the use thereof. The aforementioned insurance is to be approved by the City Attorney.

All requests for the use of the bandwagon shall be made to the Manager of the Parks Department at least seven days prior to the use of same, who will refer same to the Parks & Recreation Committee. Such request may be granted by the Parks & Recreation Committee when said request does not interfere with the scheduled use of the bandwagon or work program of the park crews.

The bandwagon shall not be removed from the City limits without the approval of the Parks & Recreation Committee.

Resolution dated May 20, 1974, amended May 19, 1980

The following Amvets Post 99 requests the use of the above bandwagon for
(individual or group)

the date(s) MEMORIAL DAY 28 MAY 18 for MEMORIAL DAY PICNIC
(event name or purpose)

I have read the above conditions, understand and agree to them.

Date: 24 APR 18

Signature: David E. Soukup

Printed name: DAVID E. SOUKUP

Address: 1007 N 15 ST mtwc.

Phone: (920) 973-2325

.....

Approved

Parks Manager or Designee

Denied

Date: _____

\$960 - \$100 =
\$860 Amount Due (Delivery rate + rental rate plus extra hours, if applicable)

DPI EQUIPMENT CHARGES

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	4	X \$240.00	=	960	
Other (list items and amounts)							

TOTAL RENTAL CHARGES

960

*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