



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



May 3, 2018

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

RE: *Waiver of Fees – Use of Picnic Tables for Breakfast on the Farm – June 10, 2018*

Gentlemen:

The above request was acted upon by the Special Event Committee at the meeting on April 30, 2018, 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.
Billy Hutterer, Streets Team Leader
Karen Dorow, Business Manager

Deborah Neuser, CMC, City Clerk
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • dneuser@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/30/2018

EVENT NAME: WAIVER OF FEES: Breakfast on the Farm

ORGANIZER: Manitowoc Co. Dairy Promotion Committee & Farm Bureau - Bill Neumann

EVENT DATE: 6/10/2018

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of picnic tables. Organizer picks them up & returns them.

ESTIMATED CITY COSTS:

| | |
|-------------------|-----|
| POLICE | |
| FIRE | |
| PARKS | 630 |
| RECREATION | |
| STREETS | |
| TOTAL DEPT. COSTS | 630 |

ESTIMATED EVENT HOLDER CHARGES:

| | |
|---------------------------|-----|
| LATE APPL. FEE (<60 days) | |
| DELIVERY CHARGES | |
| (if delivery requested) | |
| WAIVED -ROOM TAX | 630 |
| | |
| NON-WAIV. STAKE PERMIT | |

COMMITTEE CONCERNS:

COMMITTEE DECISION:

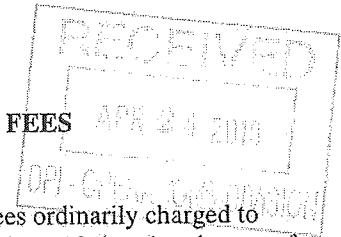
APPROVE

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: 2018 Breakfast on the Farm
1. Name of club/organization making request NTWC Co Dairy Proms Com + Farm Bureau
Address NTWC Telephone 973-6729
2. Names of club officers: Name Address Telephone
President Betsy Salm Cleveland
Secretary Jerome Hermann Cato
Treasurer Sharon Slayon NTWC
3. Facility requested: 30+ picnic tables
Equipment requested: A
4. Specific dates and hours facility/equipment will be used: Date 6-10-18 Hrs. 8-moon
5. Please explain your request, as to what fees you desire waived or reduced and reasons. non profit organization to promote Dairy in NTWC County
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 cost to eat breakfast - everything else is free
9. What will revenues be used for? promote the dairy industry
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 Neuman Date 4-18-18

Please attach any additional information which you feel will assist the committee in evaluating your request.

DPI EQUIPMENT CHARGES

Streets & Sanitation Division Equipment (686-3580):

| | <u># Needed</u> | <u># of Days*</u> | <u>Cost/Day</u> | <u>Total</u> | |
|--------------------------------|-----------------|-------------------|-----------------|--------------|-------------|
| 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 | <u>30</u> | <u>3</u> | \$7.00 | = | <u>1630</u> |
| 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

1630

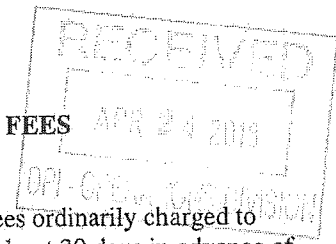
*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

**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 |

CITY OF MANITOWOC - PARKS DIVISION
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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

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