



# CITY OF MANITOWOC

WISCONSIN, USA

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



May 3, 2018

Ashley Tomberlin  
Mi Pueblo Hispanic Community Ctr.  
818 Washington St., Ste. 104  
Manitowoc, WI 54220

RE: *Día de Los Niños – Washington Park – Date Change From 4/29/18 – 6/2/18*

Dear Ms. Tomberlin:

The above request was acted upon by the Special Events Committee at the meeting of April 30, 2018, at which time the committee granted your request.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements. Additionally, the insurance must specifically cover the petting zoo.

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](mailto:dneuser@manitowoc.org)



# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/30/2018

EVENT NAME: DATE CHANGE: Dia de Los Ninos "Day of the Children"

ORGANIZER: Mi Pueblo Hispanic Community Center

EVENT DATE: From 4/29/2018 to 6/2/18 NEW OR RECURRING: New

LOCATION/DESCRIPTION: Date change from Sunday, April 29 to Saturday, June 2, 2018

## ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	
TOTAL DEPT. COSTS	0

## ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
(if delivery requested)	
WAIVED -ROOM TAX	0
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER: