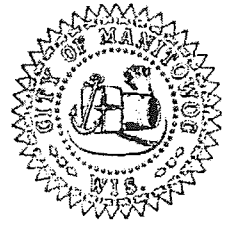




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



September 6, 2018

Calvary Chapel of Manitowoc
Karl Kimmes
1208 S. 10th Street
Manitowoc, WI 54220


RE: Stake Permit – Calvary Chapel of Manitowoc Event
October 5-7, 2018 – Shipbuilder's Park

Dear Mr. Kimmes:

On August 29, 2018, the Special Events Committee approved your Stake Permit for tent and signs at your event on October 5-7, 2018.

Please note that event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground.

Very truly yours,



Deborah Neuser
City Clerk

DN:mrk

Enclosure

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: 8/29/2018

EVENT NAME: Stake Permit - Calvary Chapel of Manitowoc Event

ORGANIZER: Calvary Chapel of Manitowoc - Karl Kimmes & Pastor Joe Guglielmo

EVENT DATE: Oct. 5-7, 2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Requesting to stake a canopy & sign at Shipbuilder's Park where up to 12 people will play religious music, etc. while WindigoFest is taking place across the river

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
WAIVED -GENERAL FUND	50
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Liz Maj
DG

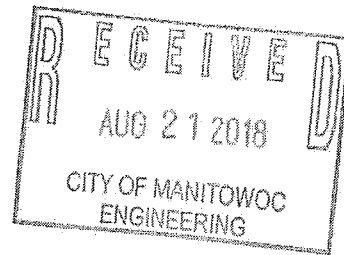
COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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City of Manitowoc
Stake Permit



There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked more than 3" into the ground on City property or right-of-way. Stakes may only be placed in approved areas. The City reserves the right to require additional insurance.

Event name/description: Calvary Chapel of Manitowoc

Date(s) of event: Oct 5th - 7th 2018 Time: 5PM Friday to Sunday afternoon

What items (or items of similar nature) will be erected or placed on City property or right-of-way?

Bounce house ☐ Yes, size _____ ☒ No

If electric, where will item be plugged in? at main power panel

Tent or canopy ☒ Yes, size 10' x 10' ☐ No

Fence ☐ Yes, size _____ ☒ No

Sign ☒ Yes, size 3' x 6' ☐ No

Other (describe) _____ Size _____

If electric, where will item be plugged in? at main power panel

Permit holder MUST provide a diagram of where item(s) will be placed.

Name and address of event organizer:

Calvary Chapel of Manitowoc

1208 S. 10th Street Manitowoc

Karl Kimmus (920) 860-0529

Pastor Joe Guglielmo 682-6163 Phone #: (920) 682-6163

Return form to:

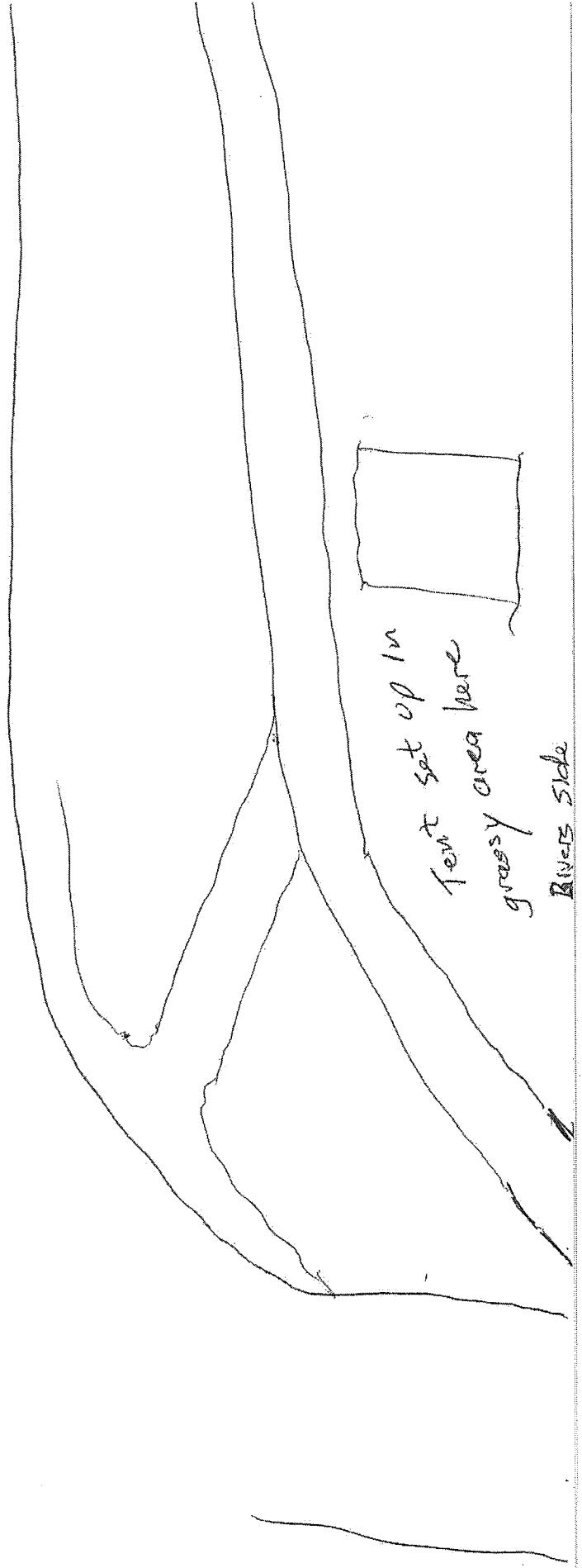
City of Manitowoc - Parks Division
~~2655 S 35th St.~~ 900 Quay St.
Manitowoc, WI 54220
Phone: 920-686-3580 • Fax: 920-686-6525
E-mail: parksadmin@manitowoc.org



Office use only:

Approved by: _____ Date: _____

Shipbuilders
Park
51 Maritime Dr.



Mackenzie Reed-Kadow

From: Sandy Ronski
Sent: Tuesday, August 21, 2018 1:16 PM
To: SpecialEvents
Cc: Mark DeZeeuw
Subject: Stake Permit - Calvary Chapel 10-05-17 to 10-07-18
Attachments: Stake Permit - Calvary Chapel 10-05-17 to 10-07-18.pdf

This stake permit for a new event will be discussed at the next Special Event Committee meeting.

Cadee talked to the person who completed the permit, and it is my understanding that they plan to have about 12 people on site and play religious music while Windigo Fest is going on. They are also requesting to use the power panel at Shipbuilders Park.

Sandy Ronski
Operations Clerk II
Transit, Cemetery, Parks, & Lift Bridges
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

To receive notifications about City of Manitowoc topics that matter most to you (such as notices for cemetery cleanup dates, snow emergency parking bans, brush &/or leaf pickups, etc.), go to www.manitowoc.org and click on the Notify Me button to sign up for texts and/or e-mails.