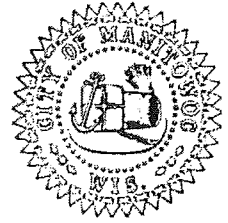




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



September 13, 2018

Lt. Jeremy Kronforst
910 Jay St.
Manitowoc, WI 54220

RE: Shop with a Cop – December 5, 2018 – Lincoln Park Cabin 2 - WAIVER OF FEES

Dear Lt. Kronforst:

Your request for a waiver of fees to use Lincoln Park Cabin 2 for the Shop with a Cop event on December 5, 2018, was acted upon by the Special Events Committee at the meeting of Wednesday, September 12, 2018. At said meeting the Committee unanimously granted your request.

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

Very truly yours,

A handwritten signature in black ink, reading "Deborah Neuser".

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: 9/12/2018

EVENT NAME: FEE WAIVER - Shop with a Cop

ORGANIZER: Manitowoc Police Department - Jeremy Kronforst

EVENT DATE: 12/5/2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of cabin 2 for about 45 people at the Shop with a Cop event

ESTIMATED CITY COSTS:

| | |
|-------------------|-----|
| POLICE | |
| FIRE | |
| PARKS | 132 |
| RECREATION | |
| STREETS | |
| TOTAL DEPT. COSTS | 132 |

ESTIMATED EVENT HOLDER CHARGES:

| | |
|---------------------------|-----|
| LATE APPL. FEE (<60 days) | |
| DELIVERY CHARGES | |
| (if delivery requested) | |
| WAIVED -ROOM TAX | 132 |
| NON-WAIV. STAKE PERMIT | |

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

TMB
L. M. J.
D.

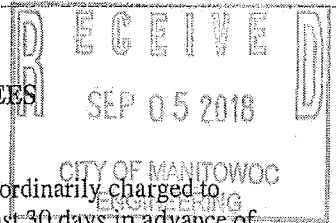
COUNCIL ACTION REQUIRED:

| |
|--|
| |
|--|

ITEMS TO INCLUDE IN LETTER:

| |
|--|
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|--|

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: MANITOWOC POLICE DEPARTMENT SHOP WITH A COP
1. Name of club/organization making request MANITOWOC POLICE DEPARTMENT
Address 910 JAY STREET, MANITOWOC Telephone (920)686-6551
2. Names of club officers: Name Address Telephone
President LIEUTENANT JEREMY KRONFORST 910 JAY STREET MANITOWOC 920-242-1845
Secretary _____
Treasurer _____
3. Facility requested: LINCOLN PARK CABIN #2
Equipment requested: TABLES/CHAIRS
4. Specific dates and hours facility/equipment will be used: Date 12-05-18 Hrs. 12:00pm-9:00pm
5. Please explain your request, as to what fees you desire waived or reduced and reasons. looking to waive cabin rental and security deposit fees in order to cut the cost of putting on this charitable event
6. Which do you consider your group to be?
A. Community service _____ B. Non-profit _____ C. Private business _____
D. Club or organization _____ E. Other, please explain COMMUNITY OUTREACH
7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes _____ No X
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 X No _____ IF NEEDED
If "yes," please provide the following information of individual to contact:
Name JEREMY KRONFORST Address 910 JAY STREET MANITOWOC Telephone 920-242-1845

Signed [Signature] Date 9-05-18

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.

900 Quay St., Manitowoc, WI 54220 • Phone 920-686-3580 • Fax 920-686-6525 • E-mail parksadmin@manitowoc.org