

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**APPROVAL DATE:** 3/11/2026

**RENTAL:** Memorial Day Picnic

**ORGANIZER:** AMVETS Post 99 -David Soukup

**PHONE:** 920-973-2325

**RENTAL DATE:** 5/25/2026

**LOCATION/DESCRIPTION:** Use of bandwagon and risers for a picnic honoring veterans.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

<b>APPROVE</b>	<b>DENY</b>
Courtney Hansen /ec Dan Koski /ec Eric Nycz /ec Todd Blaser /ec John Musial /ec	

**ITEMS TO INCLUDE IN LETTER:**

FEB 26 2026



CITY OF MANITOWOC - DPI
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.

ALL QUESTIONS MUST BE ANSWERED

Name of event: AMVETS MEMORIAL DAY PICNIC

Applicant: DAVID E. SOUKUP NONE
1007 N 15th ST MANITOWOC (920) 973-2325
Address Phone

1. Name of club/organization making request AMVETS POST 99

Club/organization: 4310 CONROE ST (920)-684-6577 NONE
Address Phone Email

2. Facility requested: WENGER BANOWAGON # of people

Equipment requested: 1 SET OF RISERS

3. Specific dates and hours facility/equipment will be used: Date(s) 25 MAY 26 Hrs. 11am - 5 pm

4. Please explain your request, as to what fees you desire waived or reduced and the reason you believe you are entitled to a waiver SET UP AND TAKE DOWN FEES AS PAST PRACTICE

5. 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

6. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event? Yes [X] No

7. If #6 is "yes," explain and list specific charges and anticipated revenues WILL HAVE A FEE FOR FOOD AND BEVERAGES

8. What will revenues be used for? VETERANS PROGRAMS AND COMMUNITY SERVICES

9. Do you wish to meet personally with the Committee to further explain your request? Yes No [X]

10. Insurance requirements: The City reserves the right to require a Certificate of Insurance evidencing coverage with sufficient limits listing the City as an additional insured as well as an Additional Insured Policy endorsement accompanying the Certificate of Insurance.

Legal Notice and Submission: I understand the filing of this application does not ensure approval of a fee waiver. The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damages, claims or personal injuries that may occur or are alleged to have occurred during this event.

Signed David E Soukup Date 26 FEB 26

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