



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

May 15, 2024

Amvets Post 99
Attn: Dave Soukup
4310 Conroe Street
Manitowoc, WI 54220

RE: *Waiver of Fees – Amvets Post 99 Memorial Day Picnic, Bandshell and riser use for annual Memorial Day picnic on May 27, 2024*

Dear Event Organizer:

The above request was acted upon by the Special Events Committee at the meeting held on May 1, 2024, at which time the committee granted your request.

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc and Visit Manitowoc since some or all fees have been waived.

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

Very truly yours,

Mackenzie Reed
City Clerk / Deputy Treasurer

MR/jls

cc: Special Events Approval Group

WAIVER OF FEES APPROVAL FORM

APPROVAL DATE: 5/1/2024

RENTAL: Amvets Post 99 Memorial Day Picnic

ORGANIZER: Amvets Post 99

CONTACT: Dennis Scherer - (920) 684-6577

RENTAL DATE: 5/27/2024

LOCATION/DESCRIPTION: Bandshell and riser use for annual Memorial Day picnic.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski / ch Courtney Hansen / ch Eric Nycz / ch Todd Blaser / ch	

ITEMS TO INCLUDE IN LETTER:

RECEIVED

MAR 14 2024

CITY OF MANITOWOC



CITY OF MANITOWOC - DEPARTMENT OF TOURISM ENGINEERING
**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 Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two years indicating all expenses and all revenues of the group/organization may be requested by the committee. **Groups or organizations must be current on all financial accounts with the City of Manitowoc.** For more information about park facilities, equipment for special events and/or the City of Manitowoc Special Event Guidelines and Policy for events on City property, visit www.manitowoc.org/parks.

Name of event: AMVETS POST 99 MEMORIAL DAY PICNIC

1. Name of club/organization making request AMVETS POST 99
Address 4310 CONROE ST MTWC Telephone (920) 284-6577

2. Names of club officers:	Name	Address	Telephone
President	<u>DENNIS SCHERTER</u>	<u>3415 S 15 ST</u>	<u>(920) 323-0124</u>
Secretary	<u>JOE SCHMIOT</u>	<u>2326 S 21 ST</u>	<u>(920) 252-3417</u>
Treasurer	<u>DOUG REISTERER</u>	<u>4334 COUNTRY LN</u>	<u>(920) 242-3385</u>

3. Facility requested: WENGER BANDWAGON # of people _____
Equipment requested: 1 SET RISERS

4. Date & time facility/equipment will be used: Date(s) MEMORIAL DAY 27 MAY 24 Hrs. 11 AM - 5 PM

5. Please explain your request, as to what fees you desire waived or reduced and reasons. SET UP AND TAKE DOWN FEES AS PAST PRACTICE

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 VETERANS ORGANIZATION

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes No

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

9. What will revenues be used for? REVENUES WILL BE USED FOR COMMUNITY SERVICE AND FOR VETERANS PROGRAMS AND VETERANS NEEDS

10. Do you wish to meet personally with the Committee to discuss this request? Yes No
If "yes," please provide the following information of individual to contact:

Name _____ Email _____ Phone # _____

I understand the filing of this application does not ensure approval of a fee waiver or of the event. I also understand that all Special Event organizers and participants must comply with all applicable municipal ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for temporary beer/wine licenses, stake and firework permits, and other necessary licenses and permits are non-waivable. I further understand that an incomplete application may be cause for denial of the waiver.

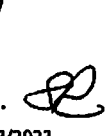
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on City property shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read, and understand the Special Events Guidelines and Policy and agree to be bound by all requirements as stated in the Special Events Guidelines and Policy, and it is hereby incorporated by reference into this signed agreement.

Signed Dave [Signature]

Date 14 MAR 24

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

When completed, return this form to:
City of Manitowoc – Tourism Department
900 Quay St., Manitowoc, WI 54220
E-mail: tourism@manitowoc.org
Fax: 920-686-6525
Phone: 920-686-3508

* Per Dave, they still plan to give a \$100 donation toward maintenance of the bandwagon. 

Jennifer Swokowski

From: Sandy Ronski
Sent: Wednesday, May 1, 2024 9:16 AM
To: Jennifer Swokowski
Subject: FW: Waiver of Fees Request - AmVets Memorial Day Picnic 5-27-24
Attachments: Waiver of Fees - AmVets Memorial Day Picnic 5-27-24.pdf

Dave Soukup stopped in a few days ago and ask that the approval letter be mailed to his attention at the AmVets Post 99, 4310 Conroe St. AND he would like a copy sent to his address at 1007 N 15th St.

Thank you,

Sandy Ronski

Operations Clerk II
Transit, Cemetery, Parks, & Forestry
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax

From: Sandy Ronski
Sent: Friday, April 19, 2024 9:12 AM
To: Brock Wetenkamp <bwetenkamp@manitowoc.org>
Cc: Curtis Hall <chall@manitowoc.org>
Subject: FW: Waiver of Fees Request - AmVets Memorial Day Picnic 5-27-24

Dave Soukup came in today, be cause he hadn't received a letter about this waiver yet. I am not finding it on any SEC agenda nor in the Special Events folder for 2024. Can you make a recommendation & get this on the agenda for next week, please?

Thank you,

Sandy Ronski

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Transit, Cemetery, Parks, & Forestry
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900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax

From: Sandy Ronski
Sent: Thursday, March 14, 2024 12:23 PM
To: Brock Wetenkamp <bwetenkamp@manitowoc.org>
Cc: Curtis Hall <chall@manitowoc.org>
Subject: Waiver of Fees Request - AmVets Memorial Day Picnic 5-27-24

Sandy Ronski

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