

# SPECIAL EVENT COMMITTEE APPROVAL FORM

APPROVAL DATE: 2/5/2025

RENTAL: AMVETS Memorial Day Picnic

ORGANIZER: David Soukup

E-MAIL ADDRESS:

RENTAL DATE: 5/26/2025

LOCATION/DESCRIPTION: Use of Wenger Bandwagon and one set of risers

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Eric Nycz /ec Dan Koski /ec Jason Freiboth /ec	

ITEMS TO INCLUDE IN LETTER:

RECEIVED



CITY OF MANITOWOC - DEPARTMENT OF TOURISM JAN 31 2025  
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES  
FOR USE OF CITY FACILITIES OR EQUIPMENT CITY OF MANITOWOC  
ENGINEERING

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

Name of event: AMUETS MEMORIAL DAY PICNIC

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

Address 4310 CONROE ST Telephone 920 684-6577

2. Names of club officers: Name Address Telephone

President DENNIS SCHERER 3415 S 15 ST 920 323-0134

Secretary JOE SCHMIDT 2326 S 21 ST 920 252-3417

Treasurer DOUG REISTERER 4334 COUNTRY LN 920 242-3385

3. Facility requested: WENGER BANDWAGON # of people \_\_\_\_\_

Equipment requested: 1 SET OF RISERS

4. Date & time facility/equipment will be used: Date(s) MEMORIAL DAY MAY 26, 2025 Hrs. 11am - 5 pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. SETUP AND

TAKE DOWN FEES AS PAST PRACTICE

6. Which do you consider your group to be?

A. Community service \_\_\_\_\_ B. Non-profit X 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 X 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 USED FOR COMMUNITY SERVICE  
PROGRAMS AND FOR VETERANS PROGRAMS AND VETERANS NEEDS
10. Do you wish to meet personally with the Committee to discuss this request? Yes \_\_\_\_\_ No X  
If "yes," please provide the following information of individual to contact:  
Name DAVID E. SOWKUP Email NONE Phone # 920 993-2826

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 David E. Sowkup Date 30 JAN 25

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](mailto:tourism@manitowoc.org)  
Fax: 920-686-6525  
Phone: 920-686-3508