

PARKS & RECREATION DEPT. SPECIAL EVENT APPROVAL FORM

MEETING DATE: 8/12/2026
EVENT NAME: High School Girls Fall League
ORGANIZER: Randy Heinzen - Manitowoc Youth Baseball Assoc.
E-MAIL ADDRESS: randy.heinzen@outlook.com
EVENT DATE: 8/16/2026 **NEW OR RECURRING:** Recurring

LOCATION/DESCRIPTION: Use of MYBA complex for 4 Sundays for high school girls softball. Covered under agreement between City & MYBA.

CONCERNS:

RECOMMENDATION TO
APPROVE/DENY EVENT: Approve event.

WAIVER OF FEES
RECOMMENDATION: Approve waiver.

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



Special Event Application

Thursday, August 6, 2026

General Event Information

Event name	High School Girls Softball Fall League
Location	Manitowoc Youth Sports Complex
Date	Sunday, August 16, 2026
End date if multiple day event and additional dates if applicable.	8-16, 8-23, 8-30 and 9-13
Event time	9:00 AM - 2:00 PM
Setup start time	Sunday, August 16, 2026 08:00
Takedown end time	Sunday, August 16, 2026 14:00

Applicant Information

Name of Applicant	Randy Heinzen
Organization Name	Man
Address	2002 Marshall Street Manitowoc, WI, 54220-4931
Email	randy.heinzen@outlook.com
Phone number	(920) 323-6400
On-site contact & phone number	Adam Wachowski 920-571-7466

Event description

High School girls softball on 4 Sundays as in the previous 9 years. Just recently were informed that there are enough teams to run this league

Estimated total attendance	200
Est. attendance from outside Manitowoc	50

Event Features

Select all that apply to the event	Food or drink sales
Expected revenue	1500

Revenue will be used for

Field upkeep and maintenance

Route & Road Usage

Road Closure

N/A

Event Structures

Safety & Security

Describe any assistance needed from the Police Dept. and/or Fire Dept.

N/A

Equipment & Facility Requests

Park and/or Athletic Field Request

MYBA Complex Ball Diamonds no lights (\$400)

Estimated cost per day

400

Waiver of Fees

Are you requesting a Waiver of Fees?

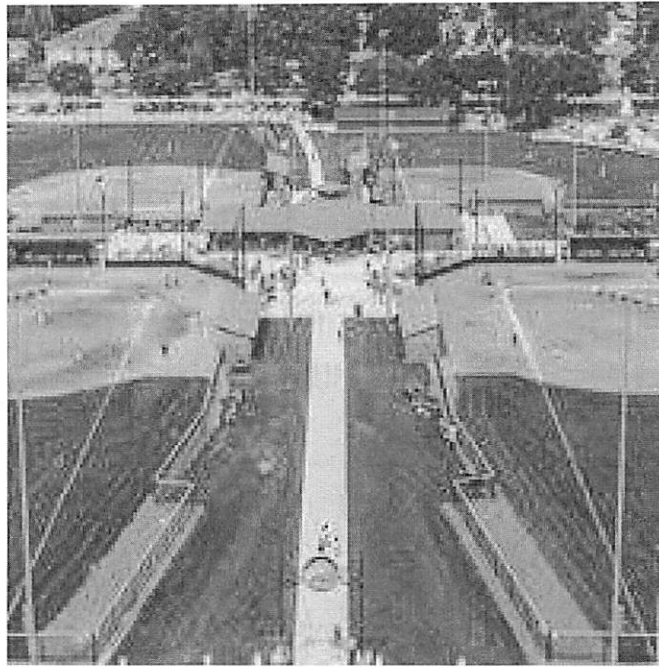
Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Why should this Waiver of Fees be granted?

We do all our own field maintenance as well as pay for the chalk and clay for field repairs. All the proceeds from our summer league as well as this 4 week fall season get reinvested back into the maintaining the complex

Map

Upload map and supporting documents



Legal Notice and Submission

Applicant date of birth

Monday, August 3, 1964

Sign

Randy Heinzen