



# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)

September 15, 2022

Habitat for Humanity  
1209 S 41<sup>st</sup> St  
Manitowoc, WI 54220

RE: *Waiver of Fees – Cardboard City – 10/15 to 10/16/2022 – Use of barricades, delivery and pick-up for an event to raise money hosted by Habitat for Humanity, Hope House and The Haven.*

Dear Event Organizer:

The above request was acted upon by the Special Events Committee at the meeting held on September 14, 2022, at which time the committee granted your request.

When listing sponsors for your event, we ask that you consider listing the City of 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-Kadow  
City Clerk / Deputy Treasurer

MRK:sf

cc: Special Events Approval Group

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/14/2022

EVENT NAME: Waiver of Fees - Cardboard City

ORGANIZER: Habitat for Humanity, Hope House, The Haven

E-MAIL ADDRESS: [director@manitowochabitat.org](mailto:director@manitowochabitat.org)

EVENT DATE: 10/15-10/16/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Fundraiser to raise money for the three listed organizations at First Presbyterian Church.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Jason Freiboth /ec Kim Lynch /ec Dan Koski /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



**CITY OF MANITOWOC - DEPARTMENT OF TOURISM  
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 (2) 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.

**ALL QUESTIONS MUST BE ANSWERED**

Name of event: CARDBOARD CITY 2022

1. Name of club/organization making request MANITOWOC COUNTY HABITAT FOR HUMANITY  
Address 1209 SOUTH 41<sup>ST</sup> ST, MANITOWOC Telephone 920-683-8466

2. Names of club officers: Name Address Telephone  
President DAVID EIS 1209 SOUTH 41<sup>ST</sup> ST, MANITOWOC, WI 920-629-3058  
Secretary JUNE PARIS 1209 PILGRIM RD, PLYMOUTH, WI 920-893-4808  
Treasurer STEEN HAENSSE 1508 CHERRY RD, MANITOWOC 920-323-6635

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

Equipment requested: EIGHT 8' BARRICADES DELIVERED TO FIRST PRESBYTERIAN CHURCH, 502N 8<sup>TH</sup> ST, MANITOWOC ON FRIDAY 10/14

4. Specific dates and hours facility/equipment will be used: Date(s) SAT 10/15 - SUN 10/16 Hrs. 48

5. Please explain your request, as to what fees you desire waived or reduced and reasons. CBC IS AN EVENT TO RAISE MONEY TO HELP HABITAT, THE HALL & HOREHOUSE. I WOULD LIKE BARRICADE RENTAL FEES, DELIVERY & PICK UP FEES WAIVED.

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 \_\_\_\_\_

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

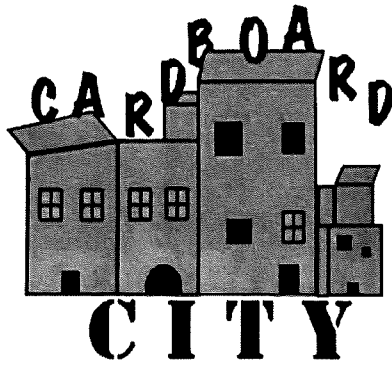
8. If #7 is "yes," explain and list specific charges SPONSORSHIP, PARTICIPATION, AND PLEDGE MONEY

9. What will revenues be used for? MONEY WILL BE DIVIDED EQUALLY BETWEEN THE THREE ORGANIZATIONS TO SUPPORT THEIR MISSIONS

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 \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Signed [Signature] Date 9/1/2022

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



## Cardboard City:

### A Homelessness Experience Event to Benefit



Hope House  
of Manitowoc County

August, 2022

Dear Community Member,

We are writing to you on behalf of Manitowoc County Habitat for Humanity, The Haven of Manitowoc County, and Hope House of Manitowoc County, to request your support for our sixth annual **Cardboard City** event, a homelessness experience event benefiting our three organizations, which serve families and individuals in need of shelter and housing in our community. This event has been growing over the past five years and this year will be held as a hybrid event running from October 7 through October 16, 2022 with an in-person, culminating event from 4:00 P.M. on October 15 through 8:00 A.M. on October 16, 2022. The partnership between these three non-profit organizations means that those most in need in our community are able to get the help they need. This year, we want to invite you to be a part of this collaborative event that provides an opportunity for our community to participate and support our local organizations and helps bring awareness to homelessness in our community.

Unfortunately, many communities including ours have seen an unprecedented increase in homelessness due to after effects of the pandemic, a lack of affordable and accessible housing, and closing of businesses affecting people's jobs and childcare. Now, more than ever, members in our community need us, and we need you! We are excited to invite you to be a partner in the success of those we serve by becoming a Cardboard City Sponsor. Your company, business, family, group, or organization can be a part of this awesome fundraising opportunity! **Your support will help three local non-profits (The Haven, Hope House, and Habitat for Humanity) and will provide you with increased exposure as a partner for good in our community, as each sponsorship level offers benefits in terms of marketing and branding.**

For your convenience, we have enclosed a flyer about the event, a list of the sponsorship levels, a sponsorship donation form to complete and submit with your payment, as well as forms for teams and individuals wanting to participate. All checks can be written out to The Haven of Manitowoc County and mailed to 1003 Marshall Street, Manitowoc, WI 54220 (all proceeds will be divided evenly amongst the three organizations). **Please be sure to indicate this is a Cardboard City Sponsorship Gift and do not forget to include the donation form!** Sponsorships will need to be received by September 20, 2022 in order to insure recognition on marketing materials.

If you have any questions feel free to contact Jean at Habitat for Humanity at 920-683-8466, Abby at Hope House at 920-686-1436, or Michael at The Haven at 920-652-9110.

Thank you for your time and consideration, and for your support of Cardboard City: A Homelessness Experience Event benefiting Manitowoc County Habitat for Humanity, Hope House of Manitowoc County, and The Haven of Manitowoc County.

Sincerely,

Jean Wakefield

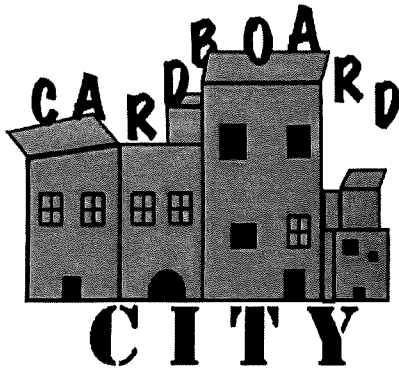
Jean Wakefield  
Executive Director  
Habitat for Humanity

Abby Abbet

Abby Abbet  
Executive Director  
Hope House

Michael Etheridge

Michael Etheridge  
Executive Director  
The Haven



**Cardboard City:  
A Homelessness Experience Event to Benefit**



**Hope House**  
of Manitowoc County

**Corporate, Business, Organization, Family, and Individual Sponsorships**

**Cardboard City Title Sponsor - \$5,000 minimum**

- Your Company listed and announced as title presenter of the event
- Prominent Logo/name on outside of "Swag Bag" for participants
- Logo/name will be included on signage, in marketing materials, and in media opportunities
- Primary placement of logo or name on T-Shirts
- Opportunity to hang your company or organization's banner at the event
- Opportunity to provide promotional material in "Swag Bag" for participants
- Company name listed on all advertising starting from the date of commitment
- Donor acknowledgement on Cardboard City Facebook page and website
- 10 or more Cardboard City 2022 T-shirts

**Metropolis Sponsor - \$1,000 minimum**

- Logo/name on outside of "Swag Bag" for participants
- Logo/name will be included on signage, in marketing materials, and in media opportunities
- Primary placement of logo or name on T-Shirts
- Opportunity to hang your company or organization's banner at the event
- Opportunity to provide promotional material in "Swag Bag" for participants
- Company name listed on all advertising starting from the date of commitment
- Donor acknowledgement on Cardboard City Facebook page and website
- 10 Cardboard City 2022 T-shirts

**Suburb Sponsor - \$500 minimum**

- Logo/name will be included on marketing materials
- Secondary placement of logo or name on T-Shirts
- Opportunity to provide promotional material in "Swag Bag" for participants
- Donor acknowledgement on Cardboard City Facebook page and website
- Five Cardboard City 2022 T-shirts

**Neighborhood Sponsor - \$250 minimum**

- Logo/name will be included on marketing materials
- Logo/name on T-Shirts
- Opportunity to provide promotional material in "Swag Bag" for participants
- Donor acknowledgement on Cardboard City Facebook page and website
- Two Cardboard City 2022 T-shirts

**Block Sponsor - \$100 minimum**

- Name on T-Shirts
- Opportunity to provide promotional material in "Swag Bag" for participants
- Donor acknowledgement on Cardboard City Facebook page and website
- One Cardboard City 2022 T-shirts

**In Kind Sponsor**

- Logo/name on T-Shirts
- Opportunity to provide promotional material in "Swag Bag" for participants
- Donor acknowledgement on Cardboard City Facebook page and website
- One or more Cardboard City 2022 T-shirts