

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 6/1/2022

**EVENT NAME:** Waiver of Fees: Fall Kick Off

**ORGANIZER:** Faith Church - Dawn Schroeder

**E-MAIL ADDRESS:** o2bamom@comcast.net

**EVENT DATE:** 9/11/2022

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Church service in the Faith Church parking lot. Use of bandwagon for outside service.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

**APPROVE**

**DENY**

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

**COUNCIL ACTION REQUIRED:**

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**ITEMS TO INCLUDE IN LETTER:**

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**CITY OF MANITOWOC - DEPARTMENT OF PUBLIC INFRASTRUCTURE  
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: "Fail Kick OFF" Church Service in our parking lot

1. Name of club/organization making request Faith Church  
 Address 2301 S. 42<sup>nd</sup> St Manitowoc Telephone 684-7208

2. Names of club officers: Name Address Telephone  
 President Pastor Jeremy Vance " 920-243-6266  
 Secretary Sue Herman " 920-684-7208  
 \* Contact Treasurer Dawn Schroeder - volunteer 920-901-8363

3. Facility requested: X  
 Equipment requested: City Band Wagon

4. Specific dates and hours facility/equipment will be used: Date(s) Set up 9/10/22 event 9/11/22 Hrs. 10:15

5. Please explain your request, as to what fees you desire waived or reduced and reasons. We have had the fees waived in the past for the use of @ 10:15

6. Which do you consider your group to be? The trailer for similar events  
 A. Community service      B. Non-profit X C. Private business       
 D. Club or organization      E. Other, please explain Church

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

8. If #7 is "yes," explain and list specific charges N/A

9. What will revenues be used for? N/A

10. Do you wish to meet personally with the Committee to discuss this request? Yes      No      If needed  
 If "yes," please provide the following information of individual to contact:  
 Name Dawn Schroeder Address 5217 Sunset Rd Telephone 920-901-8363  
 Signed Dawn Schroeder Manitowoc Date 9/26/22

**RECEIVED**  
MAY 26 2022  
CITY OF MANITOWOC  
ENGINEERING

**When completed, return this form to the City of Manitowoc - Dept. of Public Infrastructure**  
 900 Quay St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

*A/N  
6/26/21*