

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/20/2021

EVENT NAME: WAIVER OF FEES: Shop with a Cop

ORGANIZER: Manitowoc Police Dept./Mtwc. Professional Police Assoc.-Jeremy Kronforst

E-MAIL ADDRESS: jkronforst@manitowoc.org

EVENT DATE: 12/9/2021

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Lincoln Park Fieldhouse for 2 days to wrap gifts, etc.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Jason Freiboth / <input checked="" type="checkbox"/>	
Dan Kaski / <input checked="" type="checkbox"/>	
Shawn Alfred / <input checked="" type="checkbox"/>	
Todd Blaser / <input checked="" type="checkbox"/>	
Liz Majerus / <input checked="" type="checkbox"/>	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Due to COVID-19, please "check in" by emailing parksadmin@manitowoc.org at least 45 days before your event to account for any changes in circumstances.

JAN 18 2021

CITY OF MANITOWOC - PARKS DIVISION
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 Public Infrastructure Committee and the group or organization will be notified within 15 days of submitted request.

A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.

ALL QUESTIONS MUST BE ANSWERED

Name of event: 2021 Manitowoc Police Dept. Shop with a Cop Event

1. Name of club/organization making request Manitowoc Police Dept./Manitowoc Professional Police Association
Address 910 Jay Street Telephone (920)686-6577

2. Names of club officers:

Name	Address	Telephone
President <u>Captain Jeremy Kronforst</u>	<u>910 Jay Street Manitowoc</u>	<u>(920)686-6577</u>
Secretary _____	_____	_____
Treasurer _____	_____	_____

3. Facility requested: Lincoln Park Field House
Equipment requested: _____

4. Specific dates and hours facility/equipment will be used: Date Dec. 9th/10th 2021 Hrs. _____

5. Please explain your request, as to what fees you desire waived or reduced and reasons. Requesting waiver of rental fees for the field house for both days, to put on this charitable event. Event would be on Dec. 9th and clean-up will be on Dec. 10th.

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 _____

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 _____

9. What will revenues be used for? _____

10. Do you wish to meet personally with the Committee to discuss this request? Yes _____ No but if needed, will meet
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed _____

Date 01-17-21

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

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

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