

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**APPROVAL DATE:** 2/11/2026

**RENTAL:** Shop with a Cop

**ORGANIZER:** Manitowoc Police - Andre St. Pierre

**E-MAIL ADDRESS:** [astpierre@manitowoc.org](mailto:astpierre@manitowoc.org)

**RENTAL DATE:** 12/9-11/2026

**LOCATION/DESCRIPTION:** Use of Silver Creek Fieldhouse for the Shop with a Cop program gift wrapping

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

<b>APPROVE</b>	<b>DENY</b>
Courtney Hansen /ec Brock Wetenkamp /ec Eric Nycz /ec Todd Blaser /ec	

**ITEMS TO INCLUDE IN LETTER:**

**RECEIVED**



**CITY OF MANITOWOC - DPI**  
**SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES**  
**FOR USE OF CITY FACILITIES OR EQUIPMENT**

FEB 06 2026

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). Groups or organizations must be current on all financial accounts with the City of Manitowoc in order to be considered for a waiver of any fees.

**ALL QUESTIONS MUST BE ANSWERED**

Name of event: Manitowoc Police Shop with a Cop

Applicant: Andre St. Pierre astpierre@manitowoc.org  
Name Email  
910 Jay St. Manitowoc, WI 54220 414-702-1217  
Address Phone

1. Name of club/organization making request Manitowoc Police Department  
Club/organization: 910 Jay St. Manitowoc, WI 54220 920-686-6551 astpierre@manitowoc.org  
Address Phone Email

2. Facility requested: Silver Creek Field House # of people 80  
Equipment requested: 24 tables for gift wrapping and for the lower dining hall.

3. Specific dates and hours facility/equipment will be used: Date(s) 12-09-26 to 12-11-26 at noon Hrs. 2.5 days

4. Please explain your request, as to what fees you desire waived or reduced and the reason you believe you are entitled to a waiver Requesting Waiver of Fees for facility for all three days, to put on this charitable event.

5. 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 \_\_\_\_\_

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

7. If #6 is "yes," explain and list specific charges and anticipated revenues \_\_\_\_\_

8. What will revenues be used for? \_\_\_\_\_

9. Do you wish to meet personally with the Committee to further explain your request? Yes \_\_\_\_\_ No

10. Insurance requirements: The City reserves the right to require a Certificate of Insurance evidencing coverage with sufficient limits listing the City as an additional insured as well as an Additional Insured Policy endorsement accompanying the Certificate of Insurance. Said certificates must be turned in to the City Clerk no less than 30 calendar days prior to the event.

**Legal Notice and Submission:** I understand the filing of this application does not ensure approval of a fee waiver. The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damages, claims or personal injuries that may occur or are alleged to have occurred during this event. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence of any person or party. By signing, I acknowledge that I have the authority to bind the sponsoring organization and acknowledge that I have received, read and understand the guidelines set forth in this application.

Signed Officer Andre St. Pierre Date 02-05-26

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 · E-mail parksadmin@manitowoc.org