



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

September 1, 2021

Manitowoc Co. Human Services
Attn: Becky Oakley
926 S. 8th Street
Manitowoc, WI 54220

RE: *Waiver of Fees – CSP Participants Summer Party– 9/17/2021 – Lincoln Park Cabin 2*

Dear Event Organizer:

The above request was acted upon by the Special Event Committee at the meeting on August 25, 2021, 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.

Please remind participants that dogs are not allowed in the Lincoln Park Zoo area or inside park buildings.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Mackenzie Reed-Kadow
City Clerk

MRK:ab

cc: Special Events Approval Group

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/25/2021

EVENT NAME: Waiver of Fees: CSP Participants Summer Party

ORGANIZER: Mtwc. Co. Human Services - Becky Oakley

E-MAIL ADDRESS: BeckyOakley@manitowocountywi.gov

EVENT DATE: 9/17/2021

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of cabin 2 for a Community Support Program participants summer party

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Shawn Alfred/sr
Todd Blaser/sr
Jason Freiboth/sr
Dan Koski/sr
Liz Majerus/sr

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

Please remind participants that dogs are not allowed in the Lincoln Park Zoo area or inside park buildings.

RECEIVED

AUG 16 2021

CITY OF MANITOWOC - DEPARTMENT OF PUBLIC INFRASTRUCTURE
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT

CITY OF MANITOWOC
ENGINEERING

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: CSP Participants Summer Party

1. Name of club/organization making request Manitowoc County Human Services - CSP program
Address 926 S. 8th Street Manitowoc Telephone 920-683-4299

2. Names of club officers: Name Address Telephone
President Betsy Oakley 926 S. 8th (920) 683-4299
Secretary betsy.oakley@manitowoccount.wi.gov Clinical Services Unit
Treasurer _____

3. Facility requested: Lincoln Park Zoo Cabin #2
Equipment requested: _____

4. Specific dates and hours facility/equipment will be used: Date(s) 9/17/2021 Hrs. 9AM-3pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. Cabin rental - This party for our participants is funded by donation, with Covid our donations have been down

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 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 "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed Betsy Oakley Date 8/12/2021

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 - Dept. of Public Infrastructure
900 Quay St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

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