

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/9/2022

EVENT NAME: Waiver of Fees - Show with a Cop

ORGANIZER: Mtwc. Police Dept. / MPPA - Jeremy Kronforst

E-MAIL ADDRESS: jkronforst@manitowoc.org

EVENT DATE: 12/7 to 12/9/22

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of the Lincoln Park Fieldhouse for 2 1/2 days to wrap gifts, etc.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Jason Freiboth/sr Jason Russ/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

RECEIVED

**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: Manitowoc Police Shop with a Cop 2022

1. Name of club/organization making request Manitowoc Police Department/Manitowoc Professional Police Association
Address 910 Jay St. Manitowoc, WI 54220 Telephone 920-686-6577

2. Names of club officers: Name Address Telephone
President Captain Jeremy Kronforst Manitowoc Police Dept. 910 Jay St. Manitowoc 920-686-6577
Secretary _____
Treasurer _____

3. Facility requested: Lincoln Park Field House Dec. 7th - Dec. 9th
Equipment requested: 19 tables for gift wrapping

4. Specific dates and hours facility/equipment will be used: Date(s) Dec. 7th thru Dec. 9th Hrs. all day

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 all three days, to put on this charitable event. Dec. 7th set-up, Dec. 8th event, Dec. 9th clean-up.

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

Signed Capt. [Signature] Date 03-09-22

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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