

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/1/2023

EVENT NAME: Waiver - Shop with a Cop

ORGANIZER: Manitowoc Police Department - Jeremy Kronforst

E-MAIL ADDRESS: jkronforst@manitowoc.org

EVENT DATE: 12/6-8/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Waiver of facility rental (3 days) for Lincoln Park Fieldhouse to wrap presents for Shop with a Cop program

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Eric Nycz /ec Courtney Hansen /ec Todd Blaser /ec Jason Friebboth /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Please be considerate to the zoo animals. Keep noise levels down, & direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat.



**CITY OF MANITOWOC – DEPARTMENT OF TOURISM
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: Manitowoc Police Shop with a Cop 2023

1. Name of club/organization making request Manitowoc Police Department/Manitowoc Professional Police Association
 Address 910 Jay Street Telephone 920-686-6577
 Email jkronforst@manitowoc.org

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

3. Facility requested: Lincoln Park Field House December 6th-Dec. 8th # of people 80
 Equipment requested: 19 tables for gift wrapping

4. Specific dates and hours facility/equipment will be used: Date(s) 12-6-23 to 12-8-23 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. 6th setup, Dec. 7th event, Dec. 8th 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 _____
 If "yes," please provide the following information of individual to contact:
 Name _____ Address _____ Telephone _____

Signed Captain Jeremy Kronforst Date 01-31-23

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 – Tourism Department
 900 Quay St., Manitowoc , WI 54220 · Phone 920-686-3508 · Fax 920-686-6525 · E-mail echristel@manitowoc.org