



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



January 31, 2020

Capt. Jeremy Kronforst
910 Jay St.
Manitowoc, WI 54220

RE: Shop with a Cop – 12/9-12/10/2020 – Lincoln Park Fieldhouse –Waiver of Fees

Dear Capt. Kronforst:

Your request for a waiver of fees to use Lincoln Park Fieldhouse for the Shop with a Cop event on December 9 & 10, 2020, was acted upon by the Special Events Committee at the meeting of Wednesday, January 29, 2020. At said meeting the Committee unanimously granted your request.

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

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Sandy Ronski, Operations Clerk II
Karen Dorow, Business Manager

Deborah Neuser, CMC, City Clerk
CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543
Phone (920) 686-6950 · Fax (920) 686-6959 · dneuser@manitowoc.org

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/29/2020

EVENT NAME: Shop with a Cop

ORGANIZER: Manitowoc Police Department - Capt. Jeremy Kronforst

E-MAIL ADDRESS: jkronforst@manitowoc.org

EVENT DATE: 12/9 to 12/10/20

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Lincoln Park Fieldhouse & 6 additional banquet tables

DISCUSS ADA ACCESSIBILITY (Parking, toilets, ADA picnic tables, etc.) _____

ELECTRICAL NEEDED _____

GARBAGE PICKUP _____

WATER NEEDED _____

EVENT SIGNS _____

INFLATABLES/TENTS/FENCING _____

STREET CLOSURE TIME _____

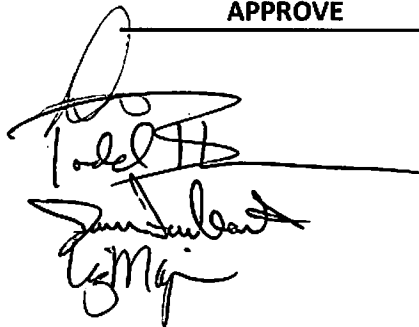
PARKS DELIVERY TIME _____

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

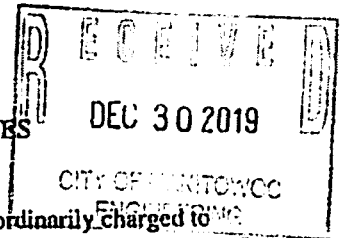

Three handwritten signatures are present in the APPROVE column. The top signature is the most prominent, followed by two others below it.

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.

**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: Manitowoc Police Dept. Shop with a Cop 2020

1. Name of club/organization making request Manitowoc Police Dept.
Address 910 Jay Street Manitowoc Telephone (920) 686-6551

2. Names of club officers: Name Address Telephone
President Capt. Jeremy Knafock 910 Jay St. Manitowoc (920) 686-6551
Secretary _____
Treasurer _____

3. Facility requested: Lincoln Park Field House
Equipment requested: 6 extra folding tables

4. Specific dates and hours facility/equipment will be used: Date 12-9-20 and 12-10-20 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 both days to put on this charitable event

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

Signed Capt. J. Knafock Date 12-28-19

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