

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/30/2023

EVENT NAME: Waiver of Fees - Cardboard City

ORGANIZER: Manitowoc Co. Habitat for Humanity - Jean Wakefield

E-MAIL ADDRESS: director@manitowochabitat.org

EVENT DATE: 10/14-15/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: 8 8' Barricades delivered to First Presbyterian Church for overnight cardboard camping to raise awareness for homelessness while raising money for Habitat for Humanity, The Haven, and The Hope House.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred /ec Todd Blaser /ec Courtney Hansen /ec Jason Freiboth /ec Eric Nycz /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



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 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.** For more information about park facilities, equipment for special events and/or the City of Manitowoc Special Event Guidelines and Policy for events on City property, visit www.manitowoc.org/parks.

Name of event: Cardboard City 2023

1. Name of club/organization making request Manitowoc County Habitat for Humanity, Inc

Address 1209 South 41st, Manitowoc Telephone 920-683-8466

2. Names of club officers: Name Address Telephone

President David Eis, 1209 South 41st, Manitowoc WI 920-471-8243

Secretary June Paris, 1209 Pilgrim Rd, Plymouth, WI 920-893-4808

Treasurer Steven Haensegen, 1508 Cherry Rd, Manitowoc WI 920-323-6635

3. Facility requested: _____ # of people _____

Equipment requested: Eight 8' Barricades Delivered to First Presbyterian Church, 502 N St., Manitowoc

on Friday, October 13

4. Date & time facility/equipment will be used: Date(s) Sat. 10/14 - Sun 10/15 Hrs. 48

5. Please explain your request, as to what fees you desire waived or reduced and reasons. CBC is an event

to raise money to help Habitat, The Haven and Hope House. I would like barricade rental fees, delivery and pick up fees

waived.

6. Which do you consider your group to be?

A. Community service _____ B. Non-profit X 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 Sponsorship, participation and pledge money


9. What will revenues be used for? Money will be divided equally between the three organizations to support their missions.

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 Jean Wakefield Email director@manitowochabitat.org Phone # 920-683-8466

I understand the filing of this application does not ensure approval of a fee waiver or of the event. I also understand that all Special Event organizers and participants must comply with all applicable municipal ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for temporary beer/wine licenses, stake and firework permits, and other necessary licenses and permits are non-waivable. I further understand that an incomplete application may be cause for denial of the waiver.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on City property shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read, and understand the Special Events Guidelines and Policy and agree to be bound by all requirements as stated in the Special Events Guidelines and Policy, and it is hereby incorporated by reference into this signed agreement.

Signed 

Date August, 22, 2023

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

When completed, return this form to:
City of Manitowoc – Tourism Department
900 Quay St., Manitowoc, WI 54220
E-mail: tourism@manitowoc.org
Fax: 920-686-6525
Phone: 920-686-3508