## SPECIAL EVENT COMMITTEE APPROVAL FORM

**APPROVAL DATE: 2/5/2025** 

**RENTAL:** Manitowoc Police Shop with a Cop **ORGANIZER:** MTPD - Jeremy Kronforst E-MAIL ADDRESS: jkronforst@manitowoc.org **RENTAL DATE: 12/10-12/2025** LOCATION/DESCRIPTION: Use of Silver Creek Fieldhouse and 24 tables **COMMITTEE CONCERNS: COMMITTEE DECISION: APPROVE** DENY Todd Blaser /ec Eric Nycz /ec Dan Koski /ec ITEMS TO INCLUDE IN LETTER:



## CITY OF MANITOWOC - DPI

## 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). Groups or organizations must be current on all financial accounts with the City of Manitowoc in order to be considered for a waiver of any fees.

## **ALL QUESTIONS MUST BE ANSWERED**

Name	e of event: Manitowoc Police	Shop with a Cop			
Applicant: Jeremy Kronforst				jkronforst@manitowoc.org	
Name 910 Jay St. Manitowoc, WI 54220				Email 920-242-1845	
	Address			Phone	
1.	Name of club/organization making request Manltowoc Police Department				
	Club/organization: 910	Jay St.Manitowoc, WI 54220	920-686-6577	jkronforst@manitowoc.g	
		Address	Phone	Email	
2.	Facility requested:	Silver Creek Field House		# of people80	
	Equipment requested:	24 tables for gift wrapping and for th	he lower dining hall.		
3.	Specific dates and hour	rs facility/equipment will be us	sed: Date(s) 12-10-25 to 12	-12-25 at noon . Hrs. 2.5 days	
4.	Please explain your request, as to what fees you desire waived or reduced and the reason you believe you are entitled to a waiver Requesting Waiver of Fees for facility for all three days, to put on this charitable event.				
5.	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				
6.	Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?YesNo_X				
7.	If #6 is "yes," explain and list specific charges and anticipated revenues				
8.	What will revenues be used for?				
9.	Do you wish to meet personally with the Committee to further explain your request? Yes NoX				
10.	Insurance requirements: The City reserves the right to require a Certificate of Insurance evidencing coverage with sufficient limits listing the City as an additional insured as well as an Additional Insured Policy endorsemen accompanying the Certificate of Insurance. Said certificates must be turned in to the City Clerk no less than 30 calendar days prior to the event.				
indem occurr of any	nify and hold the City of Manitered during this event. The under person or party. By signing, I	derstand the filing of this application of owoc harmless for any and all damage rsigned agrees to be responsible for an acknowledge that I have the authority delines set forth in this application.	es, claims or personal injuries t ny damage caused to said facili	hat may occur or are alleged to have ty or equipment by mischief or negligence	
Signed Capt Jeremy Kronforst				Date 01-31-25	

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