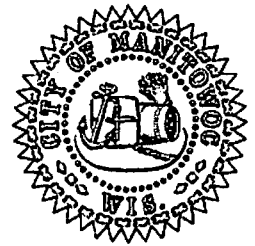




CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



July 29, 2020

Manitowoc Noon Rotary
Attn: Chan Barden
PO Box 0385 Manitowoc, WI 54220

RE: *Waiver of Fees – Use of Lincoln Park Cabin 2– August 6, 2020*

Dear Mr. Barden:

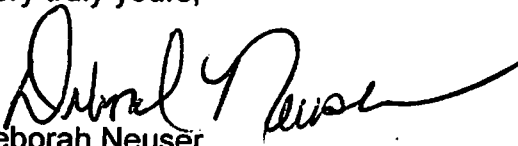
The above request was acted upon by the Special Event Committee at the meeting on July 22, 2020, at which time the committee granted your request.

Please encourage social distancing and proper handwashing and sanitizing.

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.

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

Very truly yours,



Deborah Neuser
City Clerk

DN:mrk

cc: Special Events Approval Group

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: 7/22/2020

EVENT NAME: WAIVER OF FEES: Manitowoc Noon Rotary Meeting

ORGANIZER: Manitowoc Noon Rotary - Chan Barden

E-MAIL ADDRESS: Chan.Barden@associatedbank.com

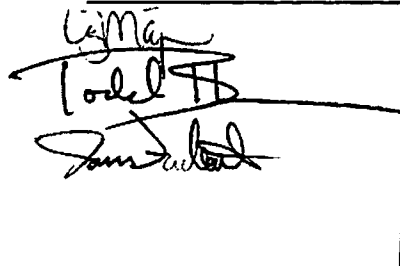
EVENT DATE: 8/6/2020

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of cabin 2 from 11:30 am to 1:30 pm for a meeting outdoors with potential to hold meeting indoors in a larger space in case of poor weather

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Please encourage social distancing + proper hand washing/sanitizing.

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 - DEPARTMENT OF PUBLIC INFRASTRUCTURE
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT**

JUL 20 2020

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 Noon Rotary Meeting

1. Name of club/organization making request Manitowoc Noon Rotary
 Address P. O. Box 0385 Telephone _____

2. Names of club officers: Name Address Telephone
 President Kyle Bryntesen P.O. Box 0385
 Secretary Chris Kornely P. O. Box 0385
 Treasurer Chris Kornely P.O. Box 0385

3. Facility requested: Lincoln Park cabin 2
 Equipment requested: _____

4. Specific dates and hours facility/equipment will be used: Date(s) 08/06/20 11:30-1:30PM Hrs. 2 hours

5. Please explain your request as to what fees you desire waived or reduced and reasons. Reservation fees. The Manitowoc Noon Rotary Club is a service organization that through its fund raising efforts donates \$8,000-10,000/year to local non-profit and organizations in need in our community.

6. Which do you consider your group to be?
 A. Community service _____ B. Non-profit X C. Private business _____
 D. Club or organization X E. Other, please explain _____

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
 Yes _____ No X

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

Signed Chan Barden Date 07/15/20

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