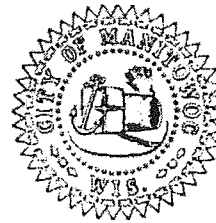




# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



September 28, 2018

Manitowoc County Habitat for Humanity  
Attn: Jean Wakefield  
502 N. 8<sup>th</sup> St.  
Manitowoc, WI 54220

RE: *Waiver of Fees – Cardboard City – October 12-14, 2018*

Dear Ms. Wakefield:

Your request for a waiver of fees for the use of barricades to block off a parking lot for your Cardboard City event at the Haven on October 12-14, 2018 was acted upon by the Special Event Committee at the meeting on September 26, 2018. 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  
Chad Scheinoha, Operations Division Mgr.  
Billy Hutterer, Streets Team Leader  
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](mailto:dneuser@manitowoc.org)**

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/26/2018

EVENT NAME: WAIVER OF FEES: Cardboard City

ORGANIZER: Manitowoc County Habitat for Humanity - Jean Wakefield

EVENT DATE: Oct. 12-14, 2018

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of barricades to block off parking lot for Cardboard City event at  
The Haven

### ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	60
<b>TOTAL DEPT. COSTS</b>	<b>60</b>

### ESTIMATED EVENT HOLDER CHARGES:

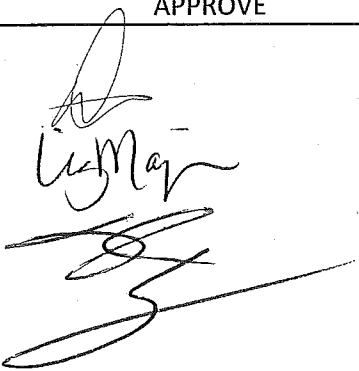
LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	50
<i>(if delivery requested)</i>	
<b>WAIVED -ROOM TAX</b>	<b>110</b>
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY



COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

## **Mackenzie Reed-Kadow**

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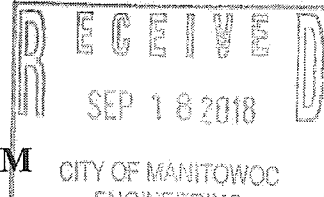
**From:** Sandy Ronski  
**Sent:** Wednesday, September 19, 2018 8:36 AM  
**To:** SpecialEvents  
**Subject:** Waiver of Fees - Cardboard City 10-12-18 to 10-14-18  
**Attachments:** Cardboard City 10-12-18 to 10-14-18.pdf

Attached is a special event application for the use of barricades for the Cardboard City event. Since this event is **not** on City property, we will consider this just a request for a waiver of fees. The rental fee would normally be \$60 and the delivery fee would be \$50 (\$110 total). This recurring waiver of fees request will be discussed at the next Special Event Committee meeting.

**Sandy Ronski**  
Operations Clerk II  
Transit, Cemetery, Parks, Lift Bridges, and Buildings & Grounds Divisions  
City of Manitowoc  
900 Quay St.  
Manitowoc, WI 54220  
920-686-6518  
920-686-6525 fax  
[www.manitowoc.org](http://www.manitowoc.org)

*To receive notifications about City of Manitowoc topics that matter most to you (such as notices for cemetery cleanup dates, snow emergency parking bans, brush &/or leaf pickups, etc.), go to [www.manitowoc.org](http://www.manitowoc.org) and click on the Notify Me button to sign up for texts and/or e-mails.*

City of Manitowoc  
SPECIAL EVENTS APPLICATION FORM



**NOTICE:** This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: Cardboard City
2. Date of Event: \_\_\_\_\_ If multiple days, Start Date: 10/12/2018 End Date: 10/14/2018  
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: noon AM/PM Actual Start Time: Oct. 13, 4 AM/PM Finish Time: 9:00 a.m. AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:

Manitowoc County Habitat for Humanity

Name of organization responsible for event

Jean C. Wakefield

Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event ( 920 ) 246 - 8361

Telephone # DURING event ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Contact name DURING event (if different)

1003 Marshall St.

Street Address

Manitowoc, WI 54220

City, State, Zip

E-mail address director@manitowochabit  
of event organizer

Is the sponsoring organization a 501(c)(3) organization?  Yes  No

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

Location - The Haven 1003 Marshall St.

This event is a collaboration of three non-profit organizations - Manitowoc County Habitat for Humanity, The Haven, and Hope House of Manitowoc County- to raise money for and awareness of homelessness in Manitowoc County. People will spend the night in cardboard boxes, simple tents, or in their own cars to experience what many people who are homeless go through. A simple meal, activities, entertainment, and presentations will be held.

Will the event be held in a Manitowoc park or utilize any park facilities?  Yes Which park? \_\_\_\_\_  No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

Have you reserved the park &/or park facilities?  Yes  No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed?  Yes  No If yes, which street(s): \_\_\_\_\_

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk?  Yes  No



6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used?  Yes  No

If yes, where on the trail will the event begin: \_\_\_\_\_

Where on the trail will the event end: \_\_\_\_\_

When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. **The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.**

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

**FOR OFFICE USE ONLY**

Signature of City of Two Rivers designee: \_\_\_\_\_

Date: \_\_\_\_\_

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? 25

How many vendors will be at your event? 0 How many vehicles? 2

Do you require any special parking restrictions?  Yes  No If yes, what type, when, and where: \_\_\_\_\_

*Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.*

Will food be prepared and/or served at the event?  Yes  No

*You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.*

Will you be having a band or amplified music?  Yes  No

Will a loudspeaker or similar electric sound amplification system be used outdoors?  Yes  No

If yes, what hours: 7:00 p.m. - 10:00 p.m. (Karaoke)

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)?  Yes  No

If yes, please describe: \_\_\_\_\_

*Contact the Parks Division at 686-3580 with questions.*

Will any of the following services be required?  Clean-up  Street-sweeping

*For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.*

Will any fireworks or pyrotechnic devices be used during the event?  Yes  No

*If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.*

Will animals be present at the event?  Yes  No If yes, please indicate what types of animals, how many are expected, and where they will be located. \_\_\_\_\_

What toilet facilities will be made available to your participants?  Indoor  Outdoor

Please describe the toilet facilities that will be provided, including their locations and the number of units: \_\_\_\_\_

Facilities in The Haven

Will alcoholic beverages be served/sold?  Yes  No If yes, a "Special Class B" license will allow sale/service of beer and/or wine.

*Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.*

In the case of a premise with a current alcohol license, do you need an extension of your premise?  Yes  No **If yes, give a detailed explanation under #5.**

Do you require a waiver of the restriction to serve alcohol in a park?  Yes  No

**8. Equipment Needed for Your Event:**

Equipment rental charges will apply unless a waiver of some or all fees is approved. **A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed.** Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

*Deliver on terrace on Marshall St side*

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*		Cost/Day		Total	
Barricades								
2'		X		X	\$3.00	=		Flashers _____
3'		X		X	\$3.00	=		Flashers _____
8'	<del>7</del>	X	<del>5</del>	X	\$4.00	=		
Rail type-long	10	X	3	X	\$2.00	=	60	
Rail type-short		X		X	\$2.00	=		
Channelizer Drums		X		X	\$3.00	=		
Cones								
18"		X		X	\$1.50	=		
28"		X		X	\$1.50	=		
Safety vests		X		X	No charge	=	No Charge	
Snow fence								
Rolls		X		X	\$4.00	=		
Posts		X		X	No Charge	=	No Charge	
Post driver/pounder		X		X	No Charge	=	No Charge	
Traffic signs:		X		X	\$2.00	=		Description _____
		X		X	\$2.00	=		Description _____
		X		X	\$2.00	=		Description _____
Traffic signs (Portable)		X		X	\$3.00	=		Description _____
		X		X	\$3.00	=		Description _____
		X		X	\$3.00	=		Description _____
Other (list items and amounts)								

*to block off entrances to parking lot*

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'		X		X	\$5.00	=		
Park benches		X		X	\$7.00	=		
Picnic tables		X		X	\$7.00	=		
Risers, platform		X		X	\$15.00	=		Description _____
Security stanchions		X		X	\$ 5.00	=		
Tent, 10'x10'		X		X	\$30.00	=		
Tent, 10'x20'		X		X	\$35.00	=		
Ticket booths, outdoor		X		X	\$15.00	=		
Trash cans		X		X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8***		X		X	\$240.00	=		
Other (list items and amounts):								

**TOTAL RENTAL CHARGES** 60

\*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.  
 \*\*The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00 *
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. **Stake Permit:** There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground. The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up. Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy  Yes  No  
 Fence  Yes  No  
 Sign  Yes  No  
 Bounce house  Yes  No If electric, where will item be plugged in? \_\_\_\_\_  
 Other \_\_\_\_\_  Yes  No If electric, where will item be plugged in? \_\_\_\_\_

If yes for any, give a detailed explanation under #5.

10. **Safety and Security for Your Event:**

Do you have the correct level of insurance for your specific event?  Yes  No  
 Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments?  Yes  No If yes, please describe:

Jean Wakefield (920 ) 246 - 8361 (920 ) 246 - 8361  
 Name of Security Coordinator Phone # before event Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event?  Yes  No  
 The City reserves the right to require a detailed written public safety plan.

11. **Fees & Reimbursement:** Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. **Charges will apply for lost, stolen, or damaged equipment. Stake Permit Fees, License Fees and Delivery Fees will not be waived.**

Is a waiver of some or all fees requested?  Yes  No

If yes, please explain what fees you desire waived or reduced and the reason(s):

All. We are three 501(c) (3) organizations holding this fundraising event raise awareness of homelessness in Manitowoc County.

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

Yes  No

If yes, explain and list specific charges

Participation fees, and business and corporation sponsorships

What are your estimated revenues and what will the revenues be used for?

\$7,500 divided among the three organizations to be used for advancement of their missions

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

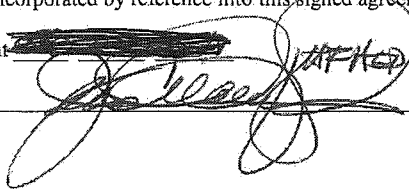
**12. Legal Notice**

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

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 the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any 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 Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

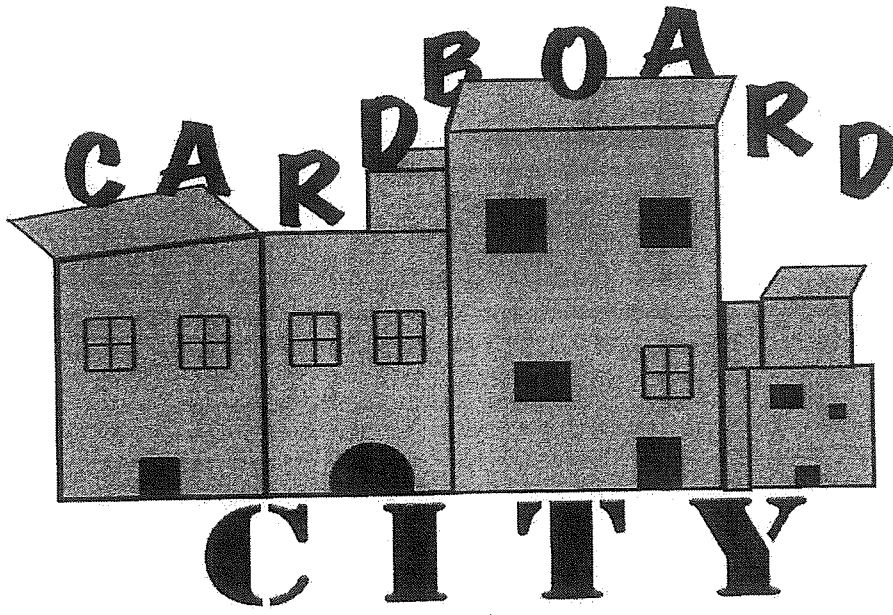


Date: \_\_\_\_\_

9/18/2018



# CARDBOARD CITY



**October 13-14, 4pm-9am**

• **The Haven**  
 1003 Marshall St.  
 • An event to raise money and awareness for homelessness in Manitowoc County  
 • Make a donation or fund-raise your "rent" for the night

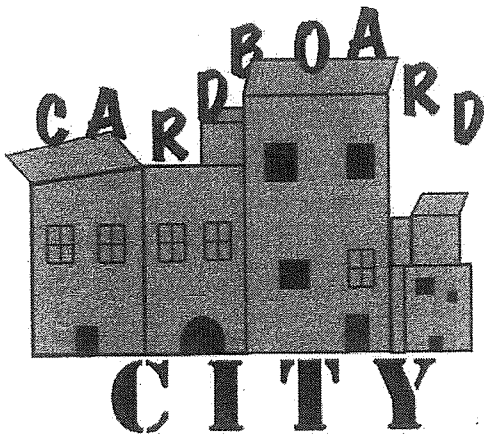
• Speakers  
 • Games  
 • Soup Kitchen  
 • Karaoke  
 • And More!

**Cardboard City Rent:**  
 • Cardboard=\$100  
 • Tent=\$175  
 • Car=\$250  
 Participants provide own housing and materials to build

To learn more about the event and how to register, visit any of the organizations Facebook pages (registration deadline: September 28th)



**Hope House**  
 of Manitowoc County



## Cardboard City Fact Sheet

**WHAT** ~ Cardboard City is a homeless experience providing a greater understanding of the challenges homeless families face in Manitowoc, throughout the County, and across the Nation.

Individuals, families or groups will spend the night in cardboard boxes, simple tents, or in their own car to experience what many homeless families and individuals go through. A simple meal will be served for dinner and there will be activities, entertainment and presentations throughout the evening related to homelessness.

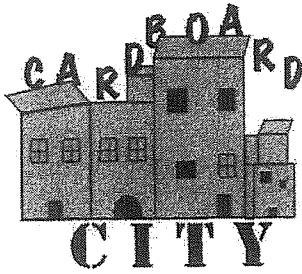
**WHEN** ~ Saturday, October 13<sup>th</sup> beginning at 4:00pm to Sunday, October 14<sup>th</sup> ending at 9:00am

**WHERE** ~ It will be held on the grounds of The Haven of Manitowoc County at 1003 Marshall Street in Manitowoc.

**WHY** ~ The event is being held to raise awareness of the number of homeless families and individuals in our own community and to raise money for The Haven, Hope House, and Habitat for Humanity, all organizations helping homeless families and individuals becoming self-sufficient.

**HOW** ~ Participants are asked to register ahead of time and collect contributions/pledges/sponsorships or make a donation to attend the event. Those attending must bring their own box, or tent, tape, blankets, pillows, and/or sleeping bags to the event.





**Cardboard City...A Homeless Experience  
Benefiting  
Manitowoc County Habitat for Humanity  
Hope House of Manitowoc County  
The Haven of Manitowoc County**

Dear Community Member,

For the last 13 years Habitat for Humanity held their annual Shanty town fundraiser to both raise funds for future builds as well as educate the community on the issue of homelessness throughout Manitowoc County. In 2018, Hope House entered its 14<sup>th</sup> year of service to homeless families living in Manitowoc County, and The Haven celebrated their four-year anniversary of opening its doors to serve homeless men. In 2017 we had the First Annual Cardboard City! It was a huge success! We had 18 participants. There was music, games, and a cool demonstration from the Manitowoc Police Department's canine officer, Nick Place and his canine partner Major. We were able to raise over \$7,500 last year to split between the three agencies. The funds were used to support agency programs that serve the homeless in our community. The three agencies want to continue to join forces to raise much-needed funds while providing a united front in advocacy and education for homeless individuals and disadvantaged families and individuals living in Manitowoc County. We look forward to growing this event bigger and better than last year! Our goal is to have 30-40 participants this year!

**The Second Annual Cardboard City will be held on Saturday, October 13, 2018 at the property of The Haven (formerly the St. Boniface School).** This event will raise essential funds and awareness while giving our community a chance to come together to fight homelessness. We are asking people to spend the night in a cardboard box, simple tent, or a car to gain an understanding of what being homeless in Manitowoc County means. Our "tenants" can be youth groups, employee teams, sports teams, or simply groups of friends, and all will spend the night with us fighting homelessness in Manitowoc County. Each individual attending will ask for pledges from family and friends to help pay their "rent." During the event, we will also offer a soup kitchen type meal, have a contest for best decorated overnight "house," host a special speaker, live music, and games. In the morning, a simple breakfast will be served. All proceeds from the event will be split evenly among Habitat for Humanity, Hope House, and The Haven.

We invite you to be a partner in the success of those we serve by becoming a Cardboard City Sponsor. For as little as \$150 your company, business, group, or organization can be a part of this awesome fundraising opportunity! You will be helping support three local non-profits and affect hundreds of lives through those organizations for a nominal expense. We are also offering a wide array of sponsorship opportunities to meet every budget and all include advertising opportunities.

For your convenience, we have enclosed a detailed list of the sponsorship opportunities available for this event as well as a sponsorship form to complete and submit with your payment. All checks can be written out to The Haven of Manitowoc County and mailed to 1003 Marshall Street, Manitowoc, WI 54220 (all proceeds will be divided evenly among the three organizations). **Please be sure to indicate this is a Cardboard City Sponsorship Gift and do not forget to include the donation form!**

If you have any questions feel free to contact Jean at Habitat for Humanity at 920-683-8466, Katie at Hope House at 920-686-1436, Michael at The Haven at 920-652-9110, or Stephanie at First Lutheran Church at 920-682-7742.

Thank you for your consideration and for your support of Cardboard City...A Homelessness Experience Event benefiting Manitowoc County Habitat for Humanity, Hope House of Manitowoc County, and The Haven of Manitowoc County.

Sincerely,

*Jean Wakefield*

Jean Wakefield  
Executive Director  
Habitat for Humanity

*Katie Koenig*

Katie Koenig  
Lead Case Manager  
Hope House

*Michael Etheridge*

Michael Etheridge  
Executive Director  
The Haven

*Stephanie Bowman*

Stephanie Bowman  
Youth Director  
First Lutheran Church