



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



November 24, 2020

Kimberly Brockman
American Red Cross
2131 Deckner Ave.
Green Bay, WI 54302

RE: *American Red Cross Blood Drive – Lincoln Park Cabin 1 – January 11, 2021*

Dear Ms. Brockman:

Your request to hold your Blood Drive event at Lincoln Park Cabin 1 on January 11, 2021 was acted upon by the Special Events Committee at the meeting of November 18, 2020.

At said meeting the Committee approved 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 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: 11/18/2020

EVENT NAME: Blood Drive

ORGANIZER: American Red Cross - Kimberly Brockman

E-MAIL ADDRESS: kimberlyb@aol.com

EVENT DATE: 1/11/2021

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of cabin 1 for a blood drive

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Steve Corbeille /*sc*
Jason Frejboth /*jf*
Todd Blaser /*tb*
Dan Koski /*dk*
Liz Majerus /*lm*

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

RECEIVED
NOV 17 2020
CITY OF MANITOWOC
ENGINEERING

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: Blood drive

1. Name of club/organization making request American Red Cross/Manitowoc Co.

Address 2131 Deckner Ave Green Bay Telephone 920-241-5949

2. Names of club officers: Name Address Telephone

President Schedule Supervisor Jessica Babrant
920-241-5949

Secretary Kimberly Brockman - 920-309-2052

Treasurer _____

3. Facility requested: Cabin 1 - Lincoln Park

Equipment requested: _____

4. Specific dates and hours facility/equipment will be used: Date(s) 11/22/2021 Hrs. 8

5. Please explain your request, as to what fees you desire waived or reduced and reasons.
Cabin Rental

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 X

8. If #7 is "yes," explain and list specific charges _____

A/N
5469

9. What will revenues be used for? _____

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 _____ Address _____ Telephone _____

Signed Kimberly Brockman (ARC) CVL, VP Date 11/4/2020

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