

P.I.
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CITY OF MANITOWOC PARK & RECREATION

17-0730

TICKET & PASS DONATION POLICY

Original Policy Date:	April 18, 2016
Amended Date:	July 17, 2017
Subject:	Park & Recreation Ticket & Pass Donation Policy
Distribution:	Public Infrastructure Committee, Park & Recreation Divisions, City Clerk's Office
No. of Pages:	1

It is assumed or recognized that, under any of the scenarios listed below, donations of tickets and/or passes would generate some advertising for the department(s) involved and would potentially bring in new customers. A maximum of one donation per event/organization would be allowed per calendar year.

Types of events:

1. 100% of event profits given to a City Department(s)
Maximum donation of one Family Combo Season Pass for the Aquatic Center/Mini-Golf facility or its equivalent value
2. A portion of the event profits given to a City Department(s)
Maximum donation of one single Aquatic Center pass or its equivalent value
3. No event funds given to a City Department(s) but event funds benefit non-profit civic organizations based in the City of Manitowoc
Maximum of 10 buy one, get one tickets given
4. No event funds given to a City Department(s) and event funds benefit for-profit or non-profit organization(s) based outside of the City of Manitowoc or individual(s)
No donations given.

The City Clerk or the Recreation Division Manager is authorized to respond to donation requests based on the criteria listed above and send a report to the Public Infrastructure Committee quarterly.