



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

February 28, 2024

City of Manitowoc
Attn: Jessie Lillibridge
900 Quay Street
Manitowoc, WI 54220

RE: *Waiver of Fees – Employee Picnic, August 1, 2024*

Dear Event Organizer:

The above request was acted upon by the Special Events Committee at the meeting held on February 21, 2024, at which time the committee granted your request.

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc and Visit Manitowoc since some or all fees have been waived.

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

Very truly yours,

Mackenzie Reed
City Clerk / Deputy Treasurer

MR/jls

cc: Special Events Approval Group

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/21/2024

EVENT NAME: Waiver of Fees: Employee Picnic

ORGANIZER: City of Manitowoc - Jessie Lillibridge

E-MAIL ADDRESS: jlillibridge@manitowoc.org

EVENT DATE: 8/1/2024

NEW OR RECURRING: New

LOCATION/DESCRIPTION: This is the City of Manitowoc's annual summer employee picnic hosted by the People Development Committee. The Aquatic center and Citizen Park Rec Center will be used to facilitate this event for about 150 people.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Courtney Hansen /ec Todd Blaser /ec Shawn Alfred /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



CITY OF MANITOWOC
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT

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 organization will be notified by e-mail or letter of the decision. Organizations must be current on all financial accounts with the City of Manitowoc.

ALL QUESTIONS MUST BE ANSWERED

Name of event: City of Manitowoc Employee Summer Event

1. Name of club/organization making request People Development Committee
Address City Hall Telephone _____
Email jclilibridge@manitowoc.org

2. Names of club officers: Name Address Telephone
President _____
Secretary _____
Treasurer _____

3. Facility requested: Aquatic Center & Rec Building (roller rink) # of people ~150
Equipment requested: Picnic tables, ice coolers

4. Specific dates and hours facility/equipment will be used: Date(s) 08/01/2024 Hrs. 3-7+

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

Facility rental fees for the Aquatic Center and Rec Building

6. 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 Municipality

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

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

Signed Jessie Lilibridge

Date 02.07.2024

Equip: 10 picnic tables for outside of the Rec Center.
12 banquet tables for inside the rec center (I think we have chairs there)
4 garbage cans – 2 inside, 2 outside
4 recycling barrels – 2 inside, 2 outside
3 coolers w/ ice