

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

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: American Red Cross Blood Drive

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

Address 2131 Decker Ave Telephone 920-241-5949

2. Names of club officers: Name Address Telephone

President Gail McGovern

Secretary Jagan Chapagain

Treasurer Steve Casey

3. Facility requested: Tables & chairs Senior Center

Equipment requested: Tables & chairs

4. Specific dates and hours facility/equipment will be used: Date 11/30/22

11/31/23
3/31/23
7/11/23 9/12/23 7

5. Please explain your request, as to what fees you desire waived or reduced and reasons. We would like to have a blood Drive & requesting all fees be waived (since we are non profit)

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 _____

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

9. What will revenues be used for? N/A

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 Kim Broelman Date 11/11/22

Please attach any additional information which you feel will assist the committee in evaluating _____ st.

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 parkadmin@manitowoc.org