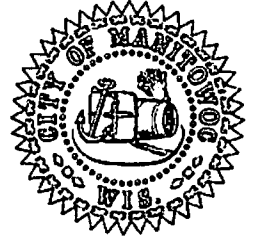




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



August 14, 2020

Partners in Education of Immanuel Lutheran School
Jaimie Carlson
916 Pine Street
Manitowoc, WI 54220

RE: Hornet Hustle – Lincoln Park – October 4, 2020 (Date Change)

Dear Jaimie:

Your special event request to change the date of the Hornet Hustle in Lincoln Park; use of Cabin 1 & safety vests to October 4, 2020 along with a waiver of fees request for the use of Cabin 2 was acted upon by the Special Events Committee at the meeting of Wednesday, August 12, 2020. At said meeting the Committee unanimously granted your request.

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

Please be considerate to the zoo animals; keep noise levels down and direct loudspeakers or amplified music away from them. Many animals may become stressed as they perceive a loud noise as a threat.

The organizer is encouraged to make public service announcements regarding social distancing and hand washing, etc.

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

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: 8/12/2020

EVENT NAME: DATE CHANGE: Hornet Hustle

ORGANIZER: Immanuel Lutheran School Partners in Education - Jaimie Carlson

E-MAIL ADDRESS: jmcarlson7@gmail.com

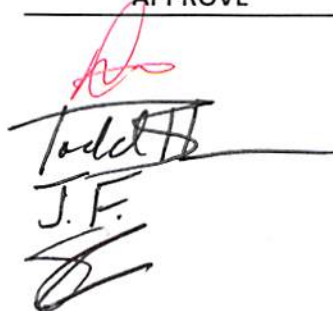
EVENT DATE: 10/4/2020

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Requesting date change from 4/18/20 to 10/4/20 & waiver of fees for use of cabin 2 (spreading event out due to COVID-19). Fees for cabin 1 were paid by organizer.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1) Please be considerate to the zoo animals. Keep noise levels down, & direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat. 2) Organizer is encouraged to make public service announcements regarding social distancing & hand washing, etc. 3) 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.