

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/20/2021

EVENT NAME: Waiver of Fees: Library In-Service

ORGANIZER: Manitowoc Public Library - Stacey Bialek

E-MAIL ADDRESS: sbialek@manitowoc.org

EVENT DATE: 10/23/2021

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of the Silver Creek concession stand for a library in-service

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Jason Freiboth/sr Dan Koski/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

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

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: Library In-Service

1. Name of club/organization making request MTWOC PUBLIC LIBRARY
Address 707 Quay St. Manitowoc WI 54220 Telephone 920-686-3008

2. Names of club officers:

	<u>Name</u>	<u>Address</u>	<u>Telephone</u>
President	<u>Stacey Bialek</u>	<u>707 Quay St.</u>	<u>686-3008</u>
Secretary	<u>Mary Davis</u>	<u>707 Quay St.</u>	<u>686-3042</u>
Treasurer	<u>Carol Watuski</u>	<u>707 Quay St.</u>	<u>686-3029</u>

3. Facility requested: Silver Creek Concession
Equipment requested: Electricity

4. Specific dates and hours facility/equipment will be used: Date(s) Sat 10/23/21 Hrs. 5.4-9pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. Rental, Processing Fee, Deposit - Fellow city dept asking for exemption !!

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 City Dept. - Library

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
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed Stacey Bialek Date 10/14/2021

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**

A/N
10/16/21