

TICKET & PASS DONATION POLICY

Effective Date:	
Revision Date:	
Subject:	Park & Recreation Ticket & Pass Donation Policy
Distribution:	Park & Recreation 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 (\$325 in 2016)

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 (\$100 in 2016)

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 (\$70 maximum in 2016 for Aquatic Center/Mini-Golf Combos)

4. No event funds given to a City Department(s) but 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 Park & Recreation Committee quarterly.