

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/29/2021

EVENT NAME: Waiver of Fees: Cardboard City 2021

ORGANIZER: Mtwc. Co. Habitat for Humanity - Jean Wakefield

E-MAIL ADDRESS: director@manitowochabitat.org

EVENT DATE: 10/23 to 10/24/21

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of traffic control items to block off a parking lot for a homeless experience fundraiser

COMMITTEE CONCERNS:

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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RECEIVED

**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: CARDBOARD CITY 2021

1. Name of club/organization making request MANITOWOC COUNTY HABITAT FOR HUMANITY
Address 1209 SOUTH 41ST ST, MANITOWOC WI Telephone 920-683-8466

2. Names of club officers: Name Address Telephone
President DAVID EIS 1209 SOUTH 41ST ST, MANITOWOC, WI 920-629-3058
Secretary JUNE CLEVERINGA 1209 PILGRIM RD, PLYMOUTH 920-893-4808
Treasurer STEVE HAENSGED 1508 CHERRY RD, MANITOWOC 920-323-6635

3. Facility requested: _____
Equipment requested: NINE 8' BARRICADES DELIVERED TO FIRST
PRESBYTERIAN CHURCH, 502 N 8TH ST, MANITOWOC ON FRIDAY 10/22

4. Specific dates and hours facility/equipment will be used: SAT Date(s) 10/23 - 10/24 SUN Hrs. 48

5. Please explain your request, as to what fees you desire waived or reduced and reasons. CBC IS AN EVENT
TO RAISE MONEY TO HELP HABITAT, HOME HOUSE AND THE HAVEN
WOULD LIKE BARRICADE RENTAL FEES, DELIVERY & PICKUP FEES
6. Which do you consider your group to be? WAIVED

A. Community service _____ B. Non-profit X 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 X No _____

8. If #7 is "yes," explain and list specific charges SPONSORSHIP, MONEY PARTICIPATION
MONEY, PLEDGE MONEY

9. What will revenues be used for? MONEY WILL BE DIVIDED EQUALLY
BETWEEN THE THREE ORGANIZATIONS TO SUPPORT THEIR
MISSIONS

10. Do you wish to meet personally with the Committee to discuss this request? Yes _____ No X

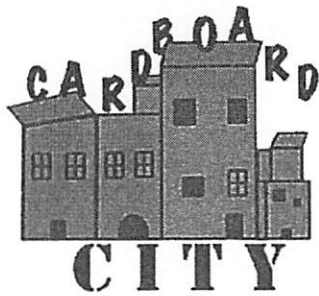
If "yes," please provide the following information of individual to contact:

Name _____ Address _____ Telephone _____

Signed [Signature] Date 9/27/2021

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



2021

Annual Cardboard City In Person Event

Night Guidelines

General Information

We would like to thank you for participating in our event to help bring awareness to homelessness in Manitowoc County.

We want you to enjoy a wonderful night of fun and festivities.

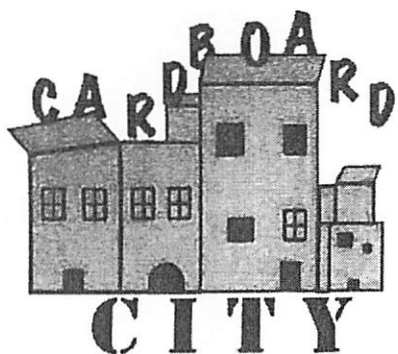
T-shirts and swag bags will be available at the in person event night on October 23 or at The Haven from October 15 on. Here are a few guidelines that we are asking you to follow so everyone in attendance has a great time!

Parking Lot Rules:

1. You can set up your cardboard box or tent at the designated areas only.
2. There is a maximum of four people in a cardboard box, tent, or car.
3. An adult should accompany children under 18. There should be no less than one adult for every ten children.
4. For those participants sleeping in cars. You must park your car in the designated area of the parking lot.
5. There is no alcohol or drugs permitted.
6. In the event there is an emergency for which you would need to leave, we ask that you leave quietly if it is during nighttime hours.
7. Quiet time will begin promptly at 10:00pm. Please turn your cell phones on silent during this time.
8. Non-registered visitors are not allowed after 9:00pm.
9. Please do not leave the parking lot after 9:00pm. We want to prevent a lot of "in and out" traffic.
10. Meals will be served. There will be no other food allowed.
11. No wandering in unauthorized sections of First Presbyterian Church property.
12. We are not responsible for any lost or stolen items.
13. We will be following the COVID protocols and masking requirements for the event that First Presbyterian Church has for their building. These requirements and guidelines are subject to change.

Thanks for joining us to help out three great organizations in Manitowoc and bring awareness to the challenge of homelessness in our community!

Signature: _____ Date: _____



Cardboard City:
A Homelessness Experience Event to Benefit



Hope House
of Manitowish County

Corporate, Business, Organization, Family, and Individual Sponsorships

Cardboard City Title Sponsor - \$5,000 minimum

- Your Company listed and announced as title presenter of the event
- Prominent Logo/name on outside of "Swag Bag" for participants
- Logo/name will be included on signage, in marketing materials, and in media opportunities
- Primary placement of logo or name on T-Shirts
- Opportunity to hang your company or organization's banner at the event
- Opportunity to provide promotional material in "Swag Bag" for participants
- Company name listed on all advertising starting from the date of commitment
- Donor acknowledgement on Cardboard City Facebook page and website
- 10 or more Cardboard City 2021 T-shirts

Metropolis Sponsor - \$1,000 minimum

- Logo/name on outside of "Swag Bag" for participants
- Logo/name will be included on signage, in marketing materials, and in media opportunities
- Primary placement of logo or name on T-Shirts
- Opportunity to hang your company or organization's banner at the event
- Opportunity to provide promotional material in "Swag Bag" for participants
- Company name listed on all advertising starting from the date of commitment
- Donor acknowledgement on Cardboard City Facebook page and website
- 10 Cardboard City 2021 T-shirts

Suburb Sponsor - \$500 minimum

- Logo/name will be included on marketing materials
- Secondary placement of logo or name on T-Shirts
- Opportunity to provide promotional material in "Swag Bag" for participants
- Donor acknowledgement on Cardboard City Facebook page and website
- Five Cardboard City 2021 T-shirts

Neighborhood Sponsor - \$250 minimum

- Logo/name will be included on marketing materials
- Logo/name on T-Shirts
- Opportunity to provide promotional material in "Swag Bag" for participants
- Donor acknowledgement on Cardboard City Facebook page and website
- Two Cardboard City 2021 T-shirts

Block Sponsor - \$100 minimum

- Name on T-Shirts
- Opportunity to provide promotional material in "Swag Bag" for participants
- Donor acknowledgement on Cardboard City Facebook page and website
- One Cardboard City 2021 T-shirts

In Kind Sponsor

- Logo/name on T-Shirts
- Opportunity to provide promotional material in "Swag Bag" for participants
- Donor acknowledgement on Cardboard City Facebook page and website
- One or more Cardboard City 2021 T-shirts



**HOLD HARMLESS AND ASSUMPTION OF THE RISK AGREEMENT FOR
PARTICIPATION IN THE CARDBOARD CITY EVENT TO BENEFIT THE HAVEN
OF MANITOWOC COUNTY, HOPE HOUSE OF MANITOWOC COUNTY, AND
HABITAT FOR HUMANITY OF MANITOWOC COUNTY**

For and in consideration of The Haven of Manitowoc County, furthermore referred to as The Haven, Hope House of Manitowoc County, furthermore referred to as Hope House, and Habitat for Humanity of Manitowoc County, furthermore referred to as Habitat for Humanity, and First Presbyterian Church allowing me to participate in the Cardboard City event on October 23-24, 2021, I hereby voluntarily release, discharge, waive and relinquish any and all actions or causes of action for personal injury, property damage or wrongful death against The Haven,

Hope House, Habitat for Humanity, and/or First Presbyterian Church or any of its officers, directors, trustees, agents, servants, or employees, and the right to present any claim whether the same shall arise by the negligence of any said persons, or otherwise, occurring to me as a result of my participation in the Cardboard City event and any other activities incidental thereto wherever or however the same may occur and for the whatever period said activities may continue.

IT IS MY INTENTION BY SIGNING THIS INSTRUMENT, TO EXEMPT AND RELIEVE THE HAVEN, HOPE HOUSE, AND HABITAT FOR HUMANITY, AND FIRST PRESBYTERIAN CHURCH AND ITS OFFICERS, DIRECTORS, TRUSTEES, AGENTS, SERVANTS, OR EMPLOYEES FROM ANY AND ALL LIABILITY. I am fully aware of the risks and hazards inherent in the Cardboard City event and I hereby elect voluntarily to assume all risks of loss, damage, or injury that may be sustained by me during such event. I understand that this hold harmless and assumption of the risk agreement shall apply not only to me but also to my heirs, executors, administrators, next of kin, assigns, and successors.

I ACKNOWLEDGE THAT I HAVE READ THE FORGOING AND HAVE BEEN FULLY AND COMPLETELY ADVISED OF THE POTENTIAL DANGERS INCIDENTAL TO THE CARDBOARD CITY EVENT AND I AM FULLY AWARE OF THE LEGAL CONSEQUENCES OF SIGNING THIS INSTRUMENT.

____ By my signature below, I hereby certify that I am eighteen (18) years of age or older.

____ I am under the age of eighteen (18) years. My parent/guardian has read this form with me and will be present at the event with me.

_____ <i>Participant Signature</i>	_____ <i>Print Name</i>	_____ <i>Date</i>
_____ <i>Parent Signature</i>	_____ <i>Print Name</i>	_____ <i>Date</i>

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ 2nd Phone: _____

Any questions, please feel free to contact any one of the following:

Michael Etheridge at The Haven at 920-652-9110
Jean Wakefield at Habitat for Humanity at 920-683-8466
Lillian Lamoreux at Hope House at 920-686-1436

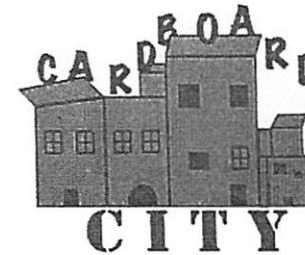
Cardboard City 2021 Participant Form

Benefitting Habitat for Humanity, Hope House & The Haven

First Name _____ Last Name _____

Address _____ City _____

Name of church, school organization, family, or other group participating with you at the event (if applicable)



Participants receive a T-shirt when registering before October 1st, 2021. Indicate quantity of shirts below:

Youth Size ____XS ____M ____L ____XL

Adult Size ____M ____L ____XL ____2XL ____3XL ____4XL ____5XL ____6XL

Please check one below. I agree to collect:

☐ Minimum of \$20/person in pledges raised or as a single donation

☐ Minimum of \$60/family in pledges raised or as a single donation

Return this form to The Haven at 1003 Marshall Street, Manitowoc.

If you have any questions feel free to contact

Jean at Habitat for Humanity at 920-683-8466

Lillian at Hope House at 920-686-1436

Michael at The Haven at 920-652-9110

Your pledge form tracker is on the 2nd page of this document.