

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/28/2023

EVENT NAME: Kamogawa Student Exchange Farewell

ORGANIZER: MIRA - Courtney Hansen

E-MAIL ADDRESS: chansen@manitowoc.org

EVENT DATE: ~~8/9/2023~~

8/7/2023

NEW OR RECURRING: new

LOCATION/DESCRIPTION: MIRA is using the Silver Creek Fieldhouse to host about 40 people for a goodbye party in connection with the Student Exchange Program (SEP).

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Todd Blaser /ec
Courtney Hansen /ec
Jason Freibtoh /ec
Dan Koski /ec
Eric Nycz /ec

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

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.



**CITY OF MANITOWOC – DEPARTMENT OF TOURISM
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: Kamogawa Student Exchange Farewell

1. Name of club/organization making request MIRA
 Address 900 Quay St Telephone 920-686-3508
 Email chansen@manitowoc.org

2. Names of club officers: Name Address Telephone
 President Tina Prigge
 Secretary Courtney Hansen
 Treasurer _____

3. Facility requested: Silver Creek Fieldhouse (R7646) # of people 40
 Equipment requested: n/a

4. Specific dates and hours facility/equipment will be used: Date(s) ~~8/9/23~~ 8/7/23 Hrs. 3

5. Please explain your request, as to what fees you desire waived or reduced and reasons MIRA is a function of the city

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 of Manitowoc (MIRA)

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

8. If #7 is "yes," explain and list specific charges x

9. What will revenues be used for? x

10. Do you wish to meet personally with the Committee to discuss this request? Yes X No _____
 If "yes," please provide the following information of individual to contact:
 Name Courtney Hansen Address 824 N 8th St Telephone x

Signed Courtney Hansen /ec Date 6/20/23

Please attach any additional information which you feel will assist the committee in evaluating your request.