

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/12/2023

EVENT NAME: Waiver - Lincoln HS End of Year Celebration

ORGANIZER: Lincoln High School - Ruby Gutierrez

E-MAIL ADDRESS: gutierrezr@mpsd.school

EVENT DATE: 6/7/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: End of school year celebration for Lincoln Staff. They are requesting Lincoln Park Cabin 2 at no cost as they are a nonprofit and would like to reward the staff for their hard work.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Jason Freiboth /ec Dan Koski /ec Eric Nycz /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



**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: Lincoln High School End of Year Celebration

1. Name of club/organization making request Lincoln High School
 Address 1433 South 8th Street Telephone 920-663-9605
 Email _____

2. Names of club officers: Name Address Telephone
 President Lee Thennes 1433 South 8th Street 920-663-9602
 Secretary Ruby Gutierrez 1433 South 8th Street 920-663-9605
 Treasurer _____

3. Facility requested: Lincoln Park Cabin #2 # of people 80
 Equipment requested: _____

4. Specific dates and hours facility/equipment will be used: Date(s) June 7th 2023 Hrs. 1pm-10pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons Rental Fee and Security Deposit.
We are a non profit public school. This event is an opportunity for staff to socialize and celebrate another school year coming to an end

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 _____

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 n/a

9. What will revenues be used for? n/a

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 Ruby Gutierrez Date 4/11/23

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 – Tourism Department
 900 Quay St., Manitowoc , WI 54220 · Phone 920-686-3508 · Fax 920-686-6525 · E-mail echristel@manitowoc.org