

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/18/2024

EVENT NAME: Cardboard City

ORGANIZER: Manitowoc Co. Habitat for Humanity - David Eis

E-MAIL ADDRESS: [director@manitowochabitat.org](mailto:director@manitowochabitat.org)

EVENT DATE: 10/12-10/13/24

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Request for barricades to close parking lot to host a Cardboard City sleepover event at First Presbyterian

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

--

ITEMS TO INCLUDE IN LETTER:

The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.
--



**CITY OF MANITOWOC**  
**SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES**  
**FOR USE OF CITY FACILITIES OR EQUIPMENT**

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 organization will be notified by e-mail or letter of the decision. Organizations must be current on all financial accounts with the City of Manitowoc.

**ALL QUESTIONS MUST BE ANSWERED**

Name of event: Cardboard City 2024

1. Name of club/organization making request Manitowoc County Habitat for Humanity, Inc  
Address 1209 South 41st Street Telephone 920-683-8466  
Email director@manitowochabitat.org
2. Names of club officers: 

Name	Address	Telephone
President	<u>David Eis, 1209 South 41st Street, Manitowoc, WI</u>	<u>920-471-8243</u>
Secretary	<u>June Paris, 1209 Pilgrim Rd, Plymouth, WI</u>	<u>920-893-4808</u>
Treasurer	<u>Steven Haensegen, 1508 Cherry Rd, Manitowoc, WI</u>	<u>920-323-6635</u>
3. Facility requested: \_\_\_\_\_ # of people \_\_\_\_\_  
Equipment requested: Eight 8' barricades or 12 orange barrels delivered to First Presbyterian Church, 502 8th Street, Manitowoc, WI
4. Specific dates and hours facility/equipment will be used: Date(s) Sat, October 12 - Sun, October 13 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, The Haven and Hope House. I would like rental fees, delivery and pick up fees waived.
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  
sponsorships, participation and pledge monies  
\_\_\_\_\_
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 ☒

Signed \_\_\_\_\_

Date 9/10/2024

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 – Parks Division**  
900 Quay St., Manitowoc, WI 54220 • Phone 920-686-3580 • E-mail parksadmin@manitowoc.org