

SPECIAL EVENT COMMITTEE DENIAL FORM

DENIAL DATE: 12/10/2025

RENTAL: Girl Scout Troup Activities

ORGANIZER: Girl Scout Troop 8581 - Renee Gosz

E-MAIL ADDRESS: reneebarbeau0419@gmail.com

RENTAL DATE:

3/29/26, 5/3/26, 5/17/26

LOCATION/DESCRIPTION: Use of LP Cabin 2 for the March date, and LP Fieldhouse for the May dates, for Girl Scout activities such as Easter and Mothers Day crafts, and an end of year party for the girls.

COMMITTEE CONCERNS: The activities performed are not beneficial to the City or community as a whole.

COMMITTEE DECISION:

APPROVE

DENY

Courtney Hansen /ec

Dan Koski /ec

Todd Blaser /ec

John Musial /ec

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 - DPI
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). Groups or organizations must be current on all financial accounts with the City of Manitowoc in order to be considered for a waiver of any fees.

ALL QUESTIONS MUST BE ANSWERED

Name of event: Girl Scout Troop #8581 Activities

Applicant: <u>Renee Gosz</u>	<u>reenebarbeau0419@gmail.com</u>
Name	Email
<u>825 Flambeau St</u>	<u>920-860-1403</u>
Address	Phone

1. Name of club/organization making request Girl Scout Troop #8581

Club/organization: <u>825 Flambeau St</u>	<u>920-860-1403</u>	<u>reenebarbeau0419@gmail.com</u>
Address	Phone	Email

2. Facility requested: LP Cabin 2 - 3/29/26, LP Fieldhouse # of people 15
Equipment requested: Tables, chairs, basics 5/3 + 5/17/26 as cabin 2 already booked

3. Specific dates and hours facility/equipment will be used: Date(s) 3/29/26, 5/3/26, 5/17/26 Hrs. 12-4pm

4. Please explain your request, as to what fees you desire waived or reduced and the reason you believe you are entitled to a waiver We would like all fees associated with this facility rental waived. We are the local chapter of a charitable nonprofit

5. Which do you consider your group to be?
A. Community service _____ B. Non-profit X C. Private business _____
D. Club or organization _____ E. Other, please explain _____

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

7. If #6 is "yes," explain and list specific charges and anticipated revenues _____

8. What will revenues be used for? NA

9. Do you wish to meet personally with the Committee to further explain your request? Yes _____ No X

10. Insurance requirements: The City reserves the right to require a Certificate of Insurance evidencing coverage with sufficient limits listing the City as an additional insured as well as an Additional Insured Policy endorsement accompanying the Certificate of Insurance. Said certificates must be turned in to the City Clerk no less than 30 calendar days prior to the event.

Legal Notice and Submission: I understand the filing of this application does not ensure approval of a fee waiver. The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damages, claims or personal injuries that may occur or are alleged to have occurred during this event. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence of any person or party. By signing, I acknowledge that I have the authority to bind the sponsoring organization and acknowledge that I have received, read and understand the guidelines set forth in this application.

Signed Renee Gosz Date 11/25/2025

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