

SPECIAL EVENT COMMITTEE APPROVAL FORM

APPROVAL DATE: 6/25/2025

RENTAL: City Employee Picnic

ORGANIZER: City of Manitowoc - Jessie Lillibridge

E-MAIL ADDRESS: jlillibridge@manitowoc.org

RENTAL DATE: 8/7/2025

LOCATION/DESCRIPTION: Use of the Aquatic Center and Recreation Building at Citizen Park to host the City of Manitowoc Employee and Volunteer Picnic.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Todd Blaser /ec Dan Koski /ec Eric Nycz /ec Matt Wallander /ec	

ITEMS TO INCLUDE IN LETTER:

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CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

June 25, 2025

City of Manitowoc
Attn: Jessie Lillibridge
900 Quay Street
Manitowoc, WI 54220

RE: *Waiver of Fees – Use of Aquatic Center and Recreation Building at Citizen Park;
Picnic Tables, Tent, Garbage Cans, Fan, Ice, Coolers on 8/7/2025*

Dear Event Organizer:

The above request was acted upon by the Special Events Committee at the meeting held on June 25, 2025, at which time the committee granted your request.

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc and Visit Manitowoc since some or all fees have been waived.

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.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Mackenzie Reed
City Clerk / Deputy Treasurer

MR/jls

cc: Special Events Approval Group



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: City of Manitowoc Employee & Volunteer Picnic

Applicant: Jessie Lillbridge

icllillbridge@manitowoc.org

900 Quay St, Manitowoc
Address

920-686-6994
Phone

1. Name of club/organization making request City of Manitowoc People Committee

Club/organization: 900 Quay St
Address

920-686-6994
Phone

icllillbridge@manitowoc.org
Email

2. Facility requested: Aquatic Center, Recreation Building (Armory) # of people 150-200

Equipment requested: picnic tables, tent, garbage cans, fan, ice, coolers

3. Specific dates and hours facility/equipment will be used: Date(s) 08/07/2025 Hrs. 12-7

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 City sponsored event - requesting all fees waived

5. Which do you consider your group to be?

A. Community service _____
D. Club or organization _____

B. Non-profit _____
E. Other, please explain Municipality

C. Private business _____

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? _____

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 Jessie Lillbridge

Date 6/18/2025

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