

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 7/26/2023

**EVENT NAME:** Waiver of Fees - Manitowoc County Fair

**ORGANIZER:** Jennell Shelton

**E-MAIL ADDRESS:** [jennellshelton@manitowoccountywi.gov](mailto:jennellshelton@manitowoccountywi.gov)

**EVENT DATE:** 8/21-27/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Requesting waiver of fees for 30 stanchions for crowd control. This is the second waiver of fees for the County Fair this year, with the first being for 40 picnic tables.

**COMMITTEE CONCERNS:** The County must pick up the equipment.

**COMMITTEE DECISION:**

APPROVE	DENY
Courtney Hansen /ec Dan Koski /ec Jason Freiboth /ec Eric Nycz /ec Shawn Alfred /ec Jason Russ /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: Manitowoc County Fair

1. Name of club/organization making request Manitowoc County Expo

Address 4921 Expo Dr, PO Box 1011 Manitowoc WI 54221-1011 Telephone 920-683-4378

Email JennellShelton@manitowoccountywi.gov

2. Names of club officers: Name Address Telephone

President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

3. Facility requested: \_\_\_\_\_ # of people \_\_\_\_\_

Equipment requested: 30 panels of stanchions

4. Specific dates and hours facility/equipment will be used: Date(s) August 21-27 2023 Hrs. \_\_\_\_\_

5. Please explain your request, as to what fees you desire waived or reduced and reasons \_\_\_\_\_

*Fencing is needed for crowd control. (meaning stanchions)*

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 There is admission for the county fair.

9. What will revenues be used for? The Manitowoc County Expo is overseen by the county but does not receive tax levy dollars.

*The Manitowoc County Expo is self-sufficient.*

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 Jennell Shelton

Date July 18, 2023

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](mailto:echristel@manitowoc.org)