

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 5/24/2023

**EVENT NAME:** Waiver of Fees - Noon Rotary Picnic

**ORGANIZER:** Manitowoc Noon Rotary - Chan Barden

**E-MAIL ADDRESS:** [Chan.Barden@associatedbank.com](mailto:Chan.Barden@associatedbank.com)

**EVENT DATE:** 7/19/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** The Manitowoc Noon Rotary is requesting the Silver Creek Fieldhouse for their annual picnic.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE	DENY
Courtney Hansen /ec Eric Nycz /ec Jason Freiboth /ec Brock Wetenkamp /ec Shawn Alfred /ec Todd Blaser /ec	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

As part of the 2023 Mayor's budget, most fees for special events were waived. The 2024 budget has not been set. Non-waivable fees will be charged as set by policy.



**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: Rotary Picnic

1. Name of club/organization making request Manitowoc Noon Rotary Club

Address P.O. Box 0385 Telephone \_\_\_\_\_

Email \_\_\_\_\_

2. Names of club officers: Name Address Telephone

President Jason Ring P. O. Box 0385

Secretary Chris Kornely P.O. Box 0385

Treasurer Chris Kornely P.O. Box 0385

3. Facility requested: Silver Creek Fieldhouse # of people \_\_\_\_\_

Equipment requested: \_\_\_\_\_

4. Specific dates and hours facility/equipment will be used: Date(s) July 19th 2023 Hrs. 3:00-8:00PM

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

The Manitowoc Noon Rotary Club is a service organization that through its fund-raising efforts donates \$8,000-\$10,000 per year to local organizations

6. Which do you consider your group to be?

A. Community service \_\_\_\_\_ B. Non-profit<sup>x</sup> \_\_\_\_\_ 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<sup>x</sup> \_\_\_\_\_

8. If #7 is "yes," explain and list specific charges \_\_\_\_\_

9. What will revenues be used for? \_\_\_\_\_

10. Do you wish to meet personally with the Committee to discuss this request? Yes \_\_\_\_\_ No<sup>x</sup> \_\_\_\_\_

If "yes," please provide the following information of individual to contact:

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signed Chan Barden, Manitowoc Noon Rotary Member and former President

Date 05/10/23

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](mailto:echristel@manitowoc.org)