

SPECIAL EVENT COMMITTEE APPROVAL FORM

APPROVAL DATE: 10/15/2025

RENTAL: LPZS Board Meetings

ORGANIZER: Andy Janicki

E-MAIL ADDRESS: lpzscoordinator@gmail.com

RENTAL DATE: 4th Tuesday of the Month: 2025: 10/28, 11/25, no DEC., 2026: 1/27, 2/24, 3/24, 4/28, 5/26, 6/23, 7/28, 8/25, 9/22, 10/27, 11/24

LOCATION/DESCRIPTION: Use of LP Cabin 2 for monthly board of directors meetings for the Lincoln Park Zoological Society

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec	
Dan Koski /ec	
Eric Nycz /ec	
Todd Blaser /ec	
John Musial /ec	

ITEMS TO INCLUDE IN LETTER:



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: Lincoln Park Zoological Society Board of Directors Meeting

Applicant: <u>Andy Janicki</u>	<u>lpzscoordinator@gmail.com</u>
Name	Email
<u>PO Box 321, Manitowoc, WI 54221</u>	<u>920-686-6505</u>
Address	Phone

1. Name of club/organization making request Lincoln Park Zoological Society

Club/organization: <u>Same as above</u>	<u>920-686-6505</u>	<u>lpzsociety@gmail.com</u>
Address	Phone	Email

2. Facility requested: LP Cabin 2 # of people 15

Equipment requested: _____

3. Specific dates and hours facility/equipment will be used: Date(s) 4th Tue of the month (dates in #7) Hrs. 2

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 _____

5. Which do you consider your group to be?

A. Community service _____	B. Non-profit <u>X</u> _____	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 2025: 10/28, 11/25, no meeting in Dec
2026: 1/27, 2/24, 3/24, 4/28, 5/26, 6/23, 7/28, 8/25, 9/22, 10/27, 11/24

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 Andy Janicki Date 9/25/2025

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