WAIVER APPROVAL FORM

APPROVAL DATE: 6/11/2025 RENTAL: MIRA Student Exchange Program Farewell Dinner ORGANIZER: Dept. of Tourism - Courtney Hansen E-MAIL ADDRESS: chansen@manitowoc.org **RENTAL DATE: 8/7/2025** LOCATION/DESCRIPTION: Silver Creek Fieldhouse **COMMITTEE CONCERNS: COMMITTEE DECISION: APPROVE** DENY Dan Koski /ec Todd Blaser /ec John Musical /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	e of event: MIRA Student Exch	nange Program (SEP) Final Acti	vity Day and Farewell I	Dinner		
Appli	cant: Courtney Hansen					
	900 Quay Street	Name			Email 9206863508	
		Address			Phone	
1.	Name of club/organiza	ation making request	Manitowoc Internation	al Relations Association	1	
	Club/organization: 900	Quay Street	920	06863508	chansen@manitowoc.or	
	C	Address	I	Phone	Email	
2.	Facility requested:	Silver Creek Fieldhouse			# of people 40-50	
	Equipment requested: Tables and chairs for students to scrapbook during the day and dinner at night.					
3.	Specific dates and hou	ırs facility/equipment v	vill be used:	Date(s) 8/7/25	Hrs. 9 am - 7 pm	
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 MIRA is a City of Manitowoc committee.					
5.	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 City of Manitowoc					
6.	Will money be collected No_x	Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?YesNo_x				
7.	If #6 is "yes," explain and list specific charges and anticipated revenues.					
8.	What will revenues be used for? n/a					
9.	Do you wish to meet personally with the Committee to further explain your request? YesX No					
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 endorsemen 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.					
occurre of any	nify and hold the City of Manit ed during this event. The unde	owoc harmless for any and rsigned agrees to be respons acknowledge that I have the	all damages, claims sible for any damage authority to bind th	or personal injuries t caused to said facili	ee waiver. The undersigned agrees to that may occur or are alleged to have ity or equipment by mischief or negligence exation and acknowledge that I have	
Signed Courtney Hansen				Date 6/2/25		

Please attach any additional information which you feel will assist the committee in evaluating your request.