



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

March 14, 2024

Manitowoc Unit Fish and Game
Attn: Dean Halverson
1332 S 26th Street
Manitowoc, WI 54220

RE: *Waiver of Fees – Lincoln Park Cabin 1, Second Wednesday January – June and August – October 2024*

Dear Event Organizer:

The above request was acted upon by the Special Events Committee at the meeting held on March 13, 2024, 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

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/13/2024

EVENT NAME: Waiver of Fees - Fish and Game Meetings

ORGANIZER: Fish and Game Manitowoc Unit - Dean Halverson

E-MAIL ADDRESS: dean@leede.com

EVENT DATE: 2nd Wed. Jan.-June and **NEW OR RECURRING:** recurring
Aug.-Oct. 2024

LOCATION/DESCRIPTION: Fish and Game meetings at Lincoln Park Cabin #1 for up to 40 people.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Eric Nycz /ec Courtney Hansen /ec Jason Freiboth /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

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**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 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.** For more information about park facilities, equipment for special events and/or the City of Manitowoc Special Event Guidelines and Policy for events on City property, visit www.manitowoc.org/parks.

Name of event: Manitowoc Dait - Fish Game - Monthly Meetings

1. Name of club/organization making request Manitowoc Unit

Address 410 1332 S. 26th St. Manitowoc 54220 Telephone 920-901-2064

2. Names of club officers: Name Address Telephone

President Terry Busse Broadway St 920-682-6702

Secretary Dean Helverson 3315 Fairway Dr 901-2064

Treasurer _____

3. Facility requested: Lincoln Park - Cabia #1 # of people 20-40

Equipment requested: None

4. Date & time facility/equipment will be used: Date(s) 2nd Wed of Month Jan - June, Aug - Oct Hrs. 5pm to 10pm

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

Long history of partnership and use

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 X No _____

8. If #7 is "yes," explain and list specific charges Donations for lunch

9. What will revenues be used for? Club Activities

10. Do you wish to meet personally with the Committee to discuss this request? Yes _____ No X
If "yes," please provide the following information of individual to contact:

Name _____ Email _____ Phone # _____

I understand the filing of this application does not ensure approval of a fee waiver or of the event. I also understand that all Special Event organizers and participants must comply with all applicable municipal ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for temporary beer/wine licenses, stake and firework permits, and other necessary licenses and permits are non-waivable. I further understand that an incomplete application may be cause for denial of the waiver.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on City property shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read, and understand the Special Events Guidelines and Policy and agree to be bound by all requirements as stated in the Special Events Guidelines and Policy, and it is hereby incorporated by reference into this signed agreement.

Signed Dean Haberman Date 2/12/24

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

When completed, return this form to:
City of Manitowoc – Tourism Department
900 Quay St., Manitowoc, WI 54220
E-mail: tourism@manitowoc.org
Fax: 920-686-6525
Phone: 920-686-3508