

SPECIAL EVENT COMMITTEE APPROVAL FORM

APPROVAL DATE: 3/11/2026

RENTAL: Employee Picnic

ORGANIZER: City of Manitowoc - Courtney Hansen

E-MAIL ADDRESS: chansen@manitowocwi.gov

RENTAL DATE: 7/9/2026

LOCATION/DESCRIPTION: Use of Lincoln Park Fieldhouse to appreciate City of Manitowoc employees and volunteers

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: 2026 Employee/Volunteer Appreciation Picnic - 4 to 8 pm

Applicant: Courtney Hansen chansen@manitowocwi.gov

<u>900 Quay Street, Manitowoc WI 54220</u>	<u>9206863505</u>
Name	Email
Address	Phone

1. Name of club/organization making request City of Manitowoc
Club/organization: 900 Quay Street 9206863505 chansen@manitowocwi.gov
Address Phone Email

2. Facility requested: Lincoln Park Fieldhouse and park space (reserved), will promo Zoo # of people 175 employees/families
Equipment requested: 10 picnic tables, 3 coolers w/ ice (delivered close to 3), 2 kickballs + bases, bean bag toss, speakers/mic, 2 banquet tables outside, 2 outside garbage

3. Specific dates and hours facility/equipment will be used: Date(s) July 9, 2026 Hrs. All Day

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 All fees, City of Manitowoc event for employees and volunteers

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, tickets sold, concessions sold or money raised in conjunction with the event? Yes _____
No _____

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? Yes _____ 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 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 Courtney Hansen Date 3/10/26

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