

WAIVER OF FEES DENIAL FORM

APPROVAL DATE: 4/15/2026

RENTAL: Manitowoc County Fair

ORGANIZER: Jennell Shelton

E-MAIL ADDRESS: JennellShelton@manitowoccountywi.gov

RENTAL DATE: 8/26-30/2026

LOCATION/DESCRIPTION: Requesting 30 picnic tables, 4 stop signs, 4 stop ahead signs

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

	Courtney Hansen /ec Craig Jansen /ec Eric Nycz /ec Dan Koski /ec Todd Blaser /ec
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ITEMS TO INCLUDE IN LETTER:

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.



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 County Fair

1. Name of club/organization making request Manitowoc County Expo
Address 4921 Expo Dr, PO Box 1011, Manitowoc WI 54221-1011 Telephone 920-683-4378

2. Names of club officers: Name Address Telephone
President Jeremy Hawig, 411 S Packer Dr, Manitowoc 262-689-1665
Secretary N/A
Treasurer N/A

3. Facility requested: _____ # of people _____
Equipment requested: 30 Picnic Tables; 4 Portable Stop Signs; 4 Portable Stop Ahead Signs

4. Date & time facility/equipment will be used: Date(s) August 26-30 2026 Hrs. _____

5. Please explain your request, as to what fees you desire waived or reduced and reasons. _____
Picnic Tables for Seating, Stop Signs to be used at Ice Center
Entrance and Merchants Gate Entrance

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 No

8. If #7 is "yes," explain and list specific charges There is admission for the County Fair.

9. What will revenues be used for? The Manitowoc County Expo is overseen by the county but does not receive tax levy dollars. Manitowoc County Expo is self-sufficient.

10. Do you wish to meet personally with the Committee to discuss this request? Yes No
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 Jennell Shelton
Digitally signed by Jennell Shelton
DN: cn=Jennell Shelton, o=Manitowoc County Expo, ou,
email=JennellShelton@manitowoccountywi.gov, c=US
Date: 2026.02.04 11:32:35 -06'00'

Date February 4, 2026

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