



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

May 11, 2026

Manitowoc County Drug Court Program
Attn: Mandy Keagle
929 S 8th Street
Manitowoc, WI 54220

RE: *Waiver of Fees – Lincoln Park Fieldhouse on 8/15/2026*

Dear Event Organizer:

The above request was acted upon by the Special Events Committee at the meeting held on April 20, 2026, 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

WAIVER OF FEES APPROVAL FORM

APPROVAL DATE: 4/20/2026

RENTAL: Drug Court

ORGANIZER: Manitowoc County Drug Court Program - Amanda Keagle

E-MAIL ADDRESS: amandakeagle@manitowoccountywi.gov

RENTAL DATE:

8/15/2026

LOCATION/DESCRIPTION: Use of the Lincoln Park Fieldhouse to host program

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:

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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: Manitowoc County Drug Court Picnic

Applicant: Mandy Keagle

amandakeagle@manitowoc

Name
926 South 8th Street Manitowoc, WI 54220
 Address

Email
920-323-8319
 Phone

1. Name of club/organization making request Manitowoc County Drug Court Program

Club/organization: 926 South 8th Street Manitowoc, WI 54220 920-323-8319 amandakeagle@manitowoc
 Address Phone Email

2. Facility requested: Lincoln Park Fieldhouse # of people 50

Equipment requested: N/A

3. Specific dates and hours facility/equipment will be used: Date(s) August 15th, 2026 Hrs. 11am-5pm

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: Reservation fee to use the space. We are grant funded and help reduce recidivism rates in the community. Connection is vital to the recovery process.

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 Grant Funded Program

6. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event? Yes
 No NO

7. If #6 is "yes," explain and list specific charges and anticipated revenues N/A

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 if needed

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 Mandy Keagle - Drug Court Coordinator

Date 04/16/2026

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 parkadmin@manitowoc.org

Jennifer Swokowski

From: Erika Christel
Sent: Monday, April 20, 2026 8:51 AM
To: SpecialEvents
Subject: eVote: Waiver of Fees Drug Court 2026
Attachments: Drug Court 2026.pdf

Hi all SEC voting members, can you please vote on this Drug Court waiver of fees request? It is technically from the County but we have seen this program as a success for our community and believe it operates a bit differently so we have approved it in the past. Her email got cut off, but it's Amandakeagle@manitowoccountywi.gov

Best,

Erika Christel – Media and Special Events Coordinator
City of Manitowoc Department of Tourism
www.visitmanitowoc.com
echristel@manitowocwi.gov
(920) 686-3506



Please note my email changed to echristel@manitowocwi.gov