

SPECIAL EVENT COMMITTEE APPROVAL FORM

APPROVAL DATE: 8/6/2025

RENTAL: Mtwc Co Drug Court Picnic

ORGANIZER: Mandy Keagle

E-MAIL ADDRESS: amandakeagle@manitowocountywi.gov

RENTAL DATE: 9/6/2025

LOCATION/DESCRIPTION: Use of Lincoln Park Fieldhouse

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Eric Nycz /ec Brock Wetenkamp /ec	

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 - 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

Name
926 South 8th Street Manitowoc, WI 54220
Address

amandakeagle@manitowoc

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 920-323-8319 amandakeagle@manitowoc
Address Phone Email

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

Equipment requested: N/A

3. Specific dates and hours facility/equipment will be used: Date(s) 09/06/2025 Hrs. 10-5

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 community. Connection is vital to the recovery process.

5. Which do you consider your group to be?

A. Community service

B. Non-profit x

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 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 07/25/2025

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