

WAIVER OF FEES APPROVAL FORM

APPROVAL DATE: 4/2/2026

RENTAL: CP Get Together

ORGANIZER: CP Lakeshore - Kristen Reichardt

E-MAIL ADDRESS: kreichardt@wearecp.org

RENTAL DATE: 6/22/2026

LOCATION/DESCRIPTION: Miracle League Field and Open Air Shelter

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /email Dan Koski /email Eric Nycz /email Todd Blaser /email Craig Jansen /email	

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: CP Get together of all Sites

Applicant: Kristen Reichardt kreichardt@wearecp.org
Name Email
2216 11th Street Two Rivers, WI 54241 920-337-1122 ext. 1207
Address Phone

1. Name of club/organization making request CP

Club/organization: 2216 11th Street Two Rivers, WI 54241 920-337-1122 x 1207 kreichardt@wearecp.org
Address Phone Email

2. Facility requested: Miracle League Field and Open Air Shelter # of people 20-30
 Equipment requested: N/A

3. Specific dates and hours facility/equipment will be used: Date(s) June 22, 2026 Hrs. 10AM-3PM

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. We are a non-profit organization who would like to have a picnic and play a game of baseball with clients from Green Bay, Fox Cities, and Lakeshore.

5. Which do you consider your group to be?
 A. Community service _____ B. Non-profit xx C. Private business _____
 D. Club or organization _____ E. Other, please explain _____

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

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

8. What will revenues be used for? _____

9. Do you wish to meet personally with the Committee to further explain your request? Yes if needed _____ 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 Kristen Reichardt Date March 11, 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 parksadmin@manitowoc.org