

SPECIAL EVENT COMMITTEE APPROVAL FORM

APPROVAL DATE: 2/11/2026

RENTAL: Fish & Game Meetings

ORGANIZER: Manitowoc Unit of Fish & Game

E-MAIL ADDRESS: dean@leede.com

RENTAL DATE: Second Wednesday each month in 2026, except July, November, and December

LOCATION/DESCRIPTION: Use of Lincoln Park Cabin 1 for a monthly meeting. This club donates a lot back to Parks

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Brock Wetenkamp /ec Eric Nycz /ec Todd Blaser /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: Manitowoc Unit of Fish & Game - Monthly Meetings

Applicant: Dean Halverson - Secretary dean@leede.com
Name Email
Address Phone

1. Name of club/organization making request Manitowoc Unit of Fish & Game

Club/organization: c/o 1332 S 26th Street, Manitowoc 920-901-2064
Address Phone Email

2. Facility requested: Lincoln Park - Cabin 1 # of people 30 to 40
Equipment requested: None

3. Specific dates and hours facility/equipment will be used: Date(s) Second Wednesday - Jan - June, August to October. Hrs. 6

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 We have been grandfathered due to our long history at Cabin 1, \$300 annually.

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

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

7. If #6 is "yes," explain and list specific charges and anticipated revenues Donations accepted for lunch and beverages

8. What will revenues be used for? Club expenses

9. Do you wish to meet personally with the Committee to further explain your request? Yes No x

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 Dean Halverson Date 1/24/26

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