

**TICKET & PASS DONATION POLICY**

<b>Effective Date:</b>	
<b>Revision Date:</b>	
<b>Subject:</b>	Park & Recreation Ticket & Pass Donation Policy
<b>Distribution:</b>	Park & Recreation Committee, Park & Recreation Divisions, City Clerk’s Office
<b>No. of Pages:</b>	1

It is assumed or recognized that, under any of the scenarios listed below, donations of tickets and/or passes would generate some advertising for the department(s) involved and would potentially bring in new customers. A maximum of one donation per event/organization would be allowed per calendar year.

Types of events:

1. 100% of event profits given to a City Department(s)  
  
Maximum donation of one Family Combo Season Pass for the Aquatic Center/Mini-Golf facility or its equivalent value (\$355 in 2020)
2. At least 25% of the event profits are given to a City Department(s)  
  
Maximum donation of one single Aquatic Center pass or its equivalent value (\$125 in 2020)
3. No event funds given to a City Department(s) but event funds benefit non-profit civic organizations based in the City of Manitowoc  
  
Maximum of 10 buy one, get one tickets given (\$70 maximum in 2020 for Aquatic Center/Mini-Golf Combos)
4. No event funds given to a City Department(s) but event funds benefit for-profit or non-profit organization(s) based outside of the City of Manitowoc or individual(s)  
  
No donations given.

The City Clerk, the Parks and Recreation Division Manager, or Recreation Team Leader is authorized to respond to donation requests based on the criteria listed above and send a report to the Public Infrastructure Committee quarterly.