



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



DATE: August 4, 2017

TO: Holiday House of Manitowoc County, Inc.
2818 Meadow Ln.
Manitowoc, WI 54220

RE: Mariner's Trail Special Use Trail Permit
October 14, 2017
5K Walk/Roll Event

Your request for Mariner's Trail Special Use Trail Permit as outlined above, was acted upon by the Special Events Committee at the meeting of Monday, July 31, 2017.

At said meeting, the Committee unanimously recommended granting request.

In accordance with City policy, at least 10 days prior to the event, please have your insurance agent submit a certificate of insurance along with additional insured endorsement which is a separate document from the certificate of insurance to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to mreedkadow@manitowoc.org.

Insurance requirements are: \$500,000 each occurrence; \$500,000 damage to premises; \$5,000 medical expenses for any one person; \$500,000 personal and advertising injury; \$1,000,000 general aggregate; \$500,000 products and completed operations.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Deborah Neuser
City Clerk

mrk

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager

Deborah Neuser, CMC, City Clerk
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • dneuser@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/31/2017

EVENT NAME: Holiday House 5K Walk/Roll Event

ORGANIZER: Holiday House - Deanna Genske

EVENT DATE: 10/14/2017

NEW OR RECURRING: New

LOCATION/DESCRIPTION: 5K walk/roll event with wheelchairs/scooters on Mariners Trail from wayside across from Aurora to first wayside on Maritime Drive across from the Vein Center; use of waysides for water stations

ESTIMATED CITY COSTS:

| | |
|------------|---|
| POLICE | 0 |
| FIRE | 0 |
| PARKS | 0 |
| RECREATION | |
| STREETS | 0 |
| TOTAL | 0 |

ESTIMATED EVENT HOLDER CHARGES:

| | |
|---------------------------|---|
| LATE APPL. FEE (<60 days) | |
| STAKE PERMIT | |
| DELIVERY CHARGES | |
| (if delivery requested) | |
| TOTAL E.H. CHARGES | 0 |
| GRAND TOTAL | 0 |

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

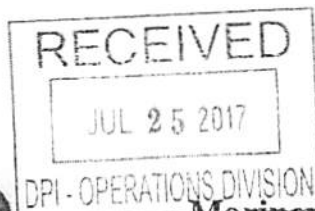
Deanna Genske
Todd H.
Lisa M.

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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Mariner's Trail Special Use Trail Permit



The Manitowoc and Two Rivers Parks and Recreation Departments reserve the right to permit events conducted on the Mariners Trail and facilities. Please complete the following information and submit it to either Parks and Recreation Office. There is no charge for a trail permit, and events will be considered on a case-by-case basis. Considerations for permitting a trail event include type of event, day of event, and other requests within 30 days of the event, as well as other considerations that may affect the public's use of the trail.

All special events or activities approved by the permit panel (Two Rivers & Manitowoc Park & Recreation Directors) can be reserved 12 months in advance including a renewal, "First Right of Refusal" clause. Set up, clean up and take down and other services provided by a City staff will be billed at the hourly rate currently charged by the Park & Recreation Department. Event promoter must provide a copy of liability insurance naming both cities as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.

Name: Holiday House of Manitowoc County, Inc. Street Address: 2818 Meadow Lane

City: Manitowoc State: WI Zip: 54220 Phone: 920-682-4663

Date of Event: October 14, 2017 Facilities Requested: Use of trail from wayside across from Aurora Hospital to the first wayside on Maritime Drive across from the Vein Center. Also request use of wayside across from hospital and next wayside south, and wayside across from Vein center (to use as a water station).

Purpose of Application: 5K Walk/Roll Event Start time: 8:00 a.m. End time: 12:00 p.m.

Will alcoholic beverages be served? ☐ Yes ☒ No if yes, what type? _____

(Please note: Glass beverage containers not permitted in TR public parks - Ord. 7-1-10)

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above. Permittee is required to provide event liability insurance naming the Cities of Two Rivers and Manitowoc as co-insured.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

Seanna Gembke 7/19/17
Signature of Permittee Date

Karen Quinn 7/21/17
Approved by Manitowoc Parks Department Manager Date

Kathy Bandshell 7-21-17
Approved by Two Rivers Parks & Recreation Director Date