

# CITY OF MANITOWOC

WISCONSIN, USA  
www.manitowoc.org



DATE: December 14, 2015

TO: Joseph Siebold  
Salvation Army  
411 N.6<sup>th</sup> St.  
Manitowoc, WI 54220

RE: Mariner's Trail Special Use Trail Permit  
**CHANGE OF DATE: August 6, 2016**  
Bike Ride for Hunger Fundraiser

Your request for Mariner's Trail Special Use Trail Permit as outlined above, was acted upon by the Special Event Committee at the meeting of Monday, September 14, 2015.

At said meeting, the Committee approved your 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.

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,

Jennifer Hudon  
City Clerk

JH:dan

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



# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/7/2015

EVENT NAME: **\*\*DATE CHANGE\*\*** - Bike Ride for Hunger

ORGANIZER: Salvation Army - Joseph Siebold

EVENT DATE: 8/6/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Event approved for 9/3/16 - requesting date change to 8/6/16.  
Fundraising bike ride on the Mariners Trail.

### ESTIMATED CITY COSTS:

STREETS	0
PARKS	0
RECREATION	
FIRE	0
POLICE	0
TOTAL	0

### ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

*SR*  
*TMB*  
*NJR*  
*KMM*

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



Date Change

REC 11 NOV 15 10 51 AM 2015

### Mariner's Trail Special Use Trail Permit



The Manitowoc and Two Rivers Parks and Recreation Departments reserve the right to permit events conducted on Mariners Trail and facilities. Please complete the following information and submit it to either P&R 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 (TR & Manitowoc P&R 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 City staff will be billed at the hourly rate currently charged by the P&R 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: Salvation Army Street Address: 411 N. 6TH ST  
City: Manitowoc State: WI Zip: 54220 Phone: 684-7117  
Date of Event: Sat AUG 6TH Facilities Requested: Mariners Trail  
-2016-  
Purpose of Application: Fund raiser Start time: 8:00 End time: 12:00

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.  
Joseph C. Siebold 9-8-15  
Signature of Permittee Date  
Gudy Woodchick 9-9-15  
Approved by Parks & Recreation Director (s) Date  
\_\_\_\_\_  
Approved by Parks & Recreation Director (s) Date