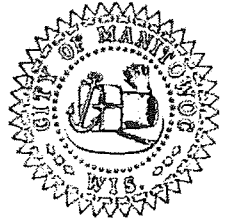




CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



DATE: July 23, 2018

TO: Salvation Army
Lisa Stricklin
411 N. 6th Street
Manitowoc, WI 54220

RE: Mariner's Trail Special Use Trail Permit
September 15, 2018
Ride for Hunger

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 Wednesday, July 18, 2018.

At said meeting, the Committee unanimously recommended granting request.

Your certificate of insurance is on file.

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

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
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: 7/18/2018

EVENT NAME: Ride for Hunger

ORGANIZER: Salvation Army - Lisa Stricklin

EVENT DATE: 9/15/2018

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Bike ride beginning at Washinton House in T.R. along Mariners Trail to E. Magnolia Ave & Johnston Dr.; lawn signs used to mark route

ESTIMATED CITY COSTS:

| | |
|-------------------|---|
| POLICE | 0 |
| FIRE | 0 |
| PARKS | 0 |
| RECREATION | |
| STREETS | 0 |
| TOTAL DEPT. COSTS | 0 |

ESTIMATED EVENT HOLDER CHARGES:

| | |
|--|---|
| LATE APPL. FEE (<60 days) | |
| DELIVERY CHARGES <small>(if delivery requested)</small> | |
| WAIVED -ROOM TAX | 0 |
| NON-WAIV. STAKE PERMIT | |

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

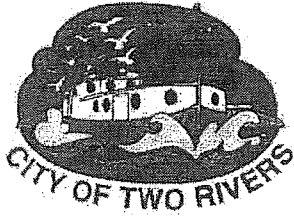
Sandy Ronski

From: Sandy Ronski
Sent: Thursday, May 31, 2018 12:26 PM
To: SpecialEvents
Subject: Mariners Trail Permit - Bike Ride for Hunger 09-15-18
Attachments: Bike Ride for Hunger 09-15-18.pdf

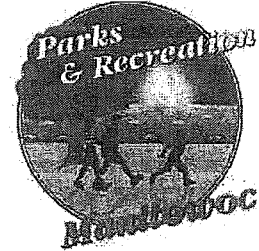
The City of Two Rivers forwarded this Mariners Trail Permit for the Bike Ride for Hunger event. I spoke with Lisa Antonissen from the Salvation Army today who indicated that although they anticipated having more people last year when they split the event into two separate groups (one on the Mariners Trail and one which left the Mariners Trail to go on a longer ride), they have only been having about 35 people at the event. Since it is less than 50 people, it would not be considered a Special Event for our purposes. This will be discussed at the next Special Event Committee meeting, if needed.

Sandy Ronski
Operations Clerk II
Transit, Cemetery, Parks, Lift Bridges, and Buildings & Grounds Divisions
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

To receive notifications about City of Manitowoc topics that matter most to you (such as notices for cemetery cleanup dates, snow emergency parking bans, brush &/or leaf pickups, etc.), go to www.manitowoc.org and click on the Notify Me button to sign up for texts and/or e-mails.



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: SOLVATION ARMY Street Address: 411 NORTH 6TH ST

City: Manitowoc State: WI Zip: 54241 Phone: 684 7117

Date of Event: 9-15-18 Facilities Requested: AURORA, REST
Mariner's Trail STOP

Purpose of Application: BIKE RIDE Start time: 7:00 End time: 11:00
Race starts @ 8 am

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.

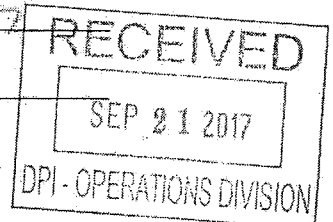
Permittee agrees to abide by the rules and regulations contained in this agreement.

Signature of Permittee: Joe Liebold Date: _____

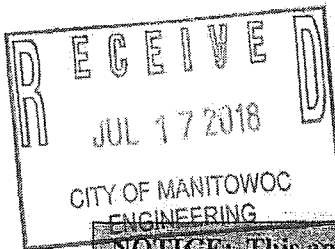
Approved by Parks & Recreation Director (s): Garry Bouda Date: 9-20-17

Approved by Parks & Recreation Director (s): _____ Date: _____

cc: Two Rivers and Manitowoc PD FD DPW P&R Mayor/City Manager



35 people



City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: Salvation Army - Ride for Hunger
2. Date of Event: 9 / 15 / 2018 If multiple days, Start Date: / / End Date: / /
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 8:00 AM/PM ~~XX~~ Actual Start Time: AM/PM Finish Time: 2:00pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Salvation Army
Name of organization responsible for event
Lisa Stricklin Telephone # PRIOR TO event (920) 973 - 6573
Name (first, middle, and last) of event organizer
Telephone # DURING event () -
Contact name DURING event (if different)
411 N. 6th St
Street Address
Manitowoc WI 54220 Lisa_Stricklin@usc.salvationarmy.org
City, State, Zip E-mail address reindl@unitedone.org
of event organizer
Is the sponsoring organization a 501(c)(3) organization? ☒ Yes ☐ No
5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event.
Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

This year the Ride for Hunger is two events on the same day: This is a ride, not a race, offering a fun time for riders of all ages and skill levels. 43 mile or longer 62 mile bike ride along beautiful Lake Michigan and through Manitowoc County. Both routes are on marked roads with two rest stops located on the route. Using other city, county, and state roads circling back to the start/finish area at Washington House Two Rivers. Proceeds from the event are benefiting the Salvation Army. We plan to mark turns for our route with small lawn signs approx. 24"x18" at each corner. They will be set up the morning of 9/16 and removed in the evening 9/16.

Will the event be held in a Manitowoc park or utilize any park facilities? ☐ Yes Which park? ☒ No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

Have you reserved the park &/or park facilities? ☐ Yes ☐ No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? ☐ Yes ☒ No If yes, which street(s):

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? ☐ Yes ☒ No



6. **Mariners Trail Permit:**

Will any portion of the Mariners Trail be used? ☐ Yes ☒ No

If yes, where on the trail will the event begin: _____

Where on the trail will the event end: _____

When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. **The event organizer must provide a copy of event 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.**

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.

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.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____

Date: _____

7. **Tell Us About Your Event:**

What is the estimated attendance at your event, including observers? ~100

How many vendors will be at your event? None

How many vehicles? _____

Do you require any special parking restrictions? ☐ Yes ☒ No If yes, what type, when, and where: _____

Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

Will food be prepared and/or served at the event? ☒ Yes ☐ No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? ☐ Yes ☒ No

Will a loudspeaker or similar electric sound amplification system be used outdoors? ☐ Yes ☒ No

If yes, what hours: _____

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? ☐ Yes ☒ No

If yes, please describe: _____

Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? ☐ Clean-up ☐ Street-sweeping

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? ☐ Yes ☒ No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? ☐ Yes ☒ No If yes, please indicate what types of animals, how many are expected, and where they will be located: _____

What toilet facilities will be made available to your participants? ☒ Indoor ☐ Outdoor

Please describe the toilet facilities that will be provided, including their locations and the number of units: _____

French Creek Cafe, Francis Creek and Mishicot Country Store, Mishicot

Will alcoholic beverages be served/sold? ☐ Yes ☒ No If yes, a "Special Class B" license will allow sale/service of beer and/or wine. *Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.*

In the case of a premise with a current alcohol license, do you need an extension of your premise? ☐ Yes ☒ No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? ☐ Yes ☒ No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

| | # Needed | # of Days* | Cost/Day | Total | |
|--------------------------------|----------|------------|-----------|-------|-------------|
| Barricades | | | | | |
| 2' | X | X | \$3.00 | = | Flashers |
| 3' | X | X | \$3.00 | = | Flashers |
| 8' | X | X | \$4.00 | = | |
| Rail type-long | X | X | \$2.00 | = | |
| Rail type-short | X | X | \$2.00 | = | |
| Channelizer Drums | X | X | \$3.00 | = | |
| Cones | | | | | |
| 18" | X | X | \$1.50 | = | |
| 28" | X | X | \$1.50 | = | |
| Safety vests | X | X | No charge | = | No Charge |
| Snow fence | | | | | |
| Rolls | X | X | \$4.00 | = | |
| Posts | X | X | No Charge | = | No Charge |
| Post driver/pounder | X | X | No Charge | = | No Charge |
| Traffic signs | X | X | \$2.00 | = | Description |
| | X | X | \$2.00 | = | Description |
| | X | X | \$2.00 | = | Description |
| Traffic signs (Portable) | X | X | \$3.00 | = | Description |
| | X | X | \$3.00 | = | Description |
| | X | X | \$3.00 | = | Description |
| Other (list items and amounts) | | | | | |

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

| | | | | | |
|------------------------------------|---|---|-----------|---|-------------|
| Banquet tables, 8' | X | X | \$5.00 | = | |
| Park benches | X | X | \$7.00 | = | |
| Picnic tables | X | X | \$7.00 | = | |
| Risers, platform | X | X | \$15.00 | = | Description |
| Security stanchions | X | X | \$ 5.00 | = | |
| Tent, 10'x10' | X | X | \$30.00 | = | |
| Tent, 10'x20' | X | X | \$35.00 | = | |
| Ticket booths, outdoor | X | X | \$15.00 | = | |
| Trash cans | X | X | No Charge | = | No Charge |
| Wenger portable bandwagon, 35x8*** | X | X | \$240.00 | = | |
| Other (list items and amounts) | | | | | |

TOTAL RENTAL CHARGES

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

| DELIVERY FEES | |
|----------------------------|--------------|
| Total Cost of Items Rented | Delivery Fee |
| \$0.00 - \$100.00 | \$ 50.00 |
| \$100.01 - \$250.00 | \$ 75.00 |
| \$250.01 - \$500.00 | \$125.00 |
| \$500.00 - \$1,000.00 | \$250.00 |
| \$1,000.01 and above | \$350.00 |

Delivery fees will be adjusted based on actual items rented.

9. Stake Permit: There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground. The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up. Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy ☐ Yes ☐ No
 Fence ☐ Yes ☐ No
 Sign ☐ Yes ☐ No
 Bounce house ☐ Yes ☐ No If electric, where will item be plugged in? _____
 Other ☐ Yes ☐ No If electric, where will item be plugged in? _____

If yes for any, give a detailed explanation under #5.

10. Safety and Security for Your Event:

Do you have the correct level of insurance for your specific event? ☐ Yes ☐ No
 Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? ☐ Yes ☐ No If yes, please describe: _____

Rob Reindl (920) 901 1379 920 901 1379
 Name of Security Coordinator Phone # before event Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event? ☒ Yes ☐ No
 The City reserves the right to require a detailed written public safety plan.

11. Fees & Reimbursement: Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment. Stake Permit Fees, License Fees and Delivery Fees will not be waived.

Is a waiver of some or all fees requested? ☒ Yes ☐ No

If yes, please explain what fees you desire waived or reduced and the reason(s): The Salvation Army is a 501c3 organization

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

☐ Yes ☐ No

If yes, explain and list specific charges _____

What are your estimated revenues and what will the revenues be used for? _____

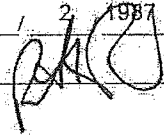
Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

12. Legal Notice

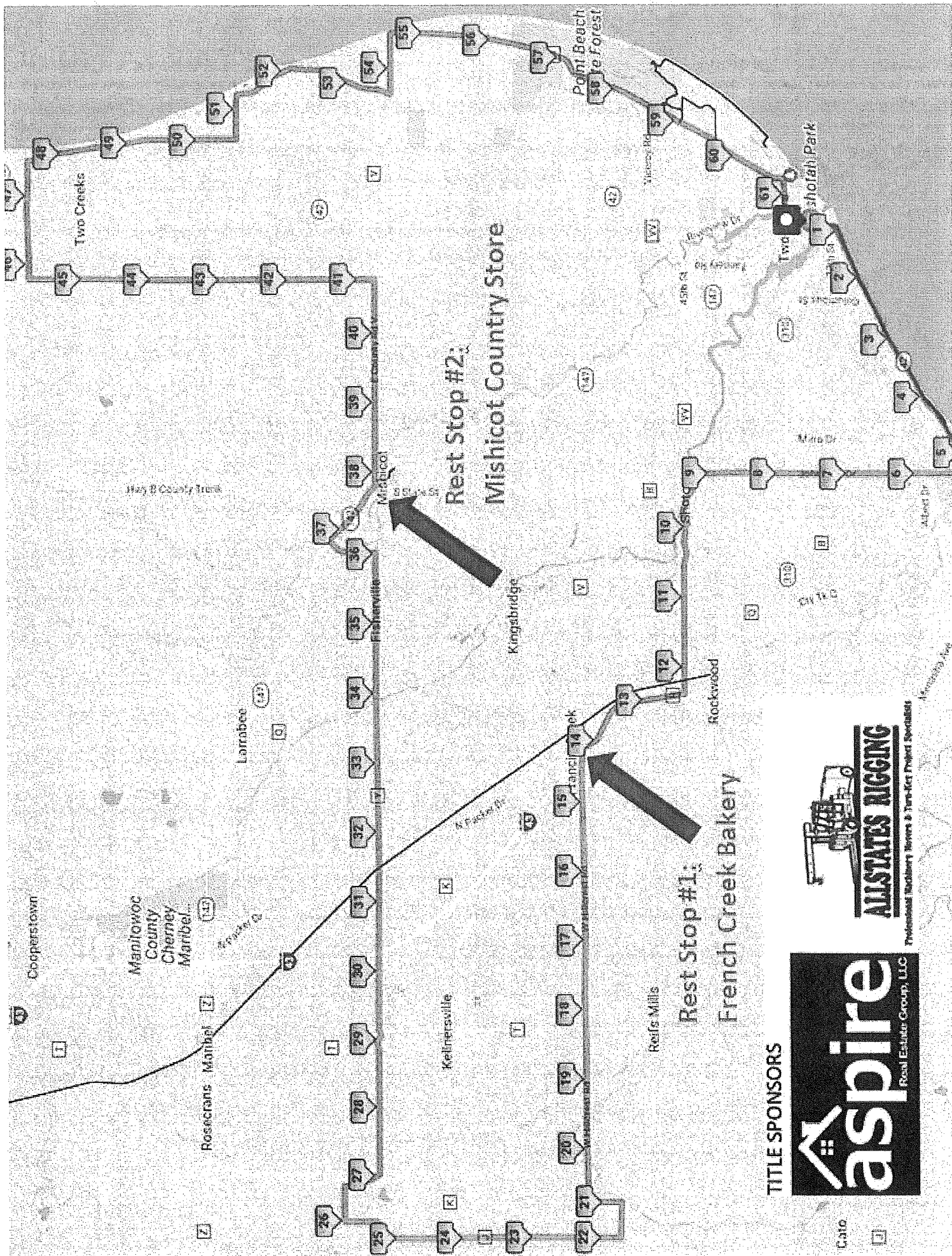
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

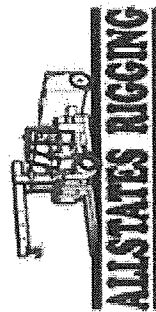
Date of birth of applicant 4 / 2 / 1987

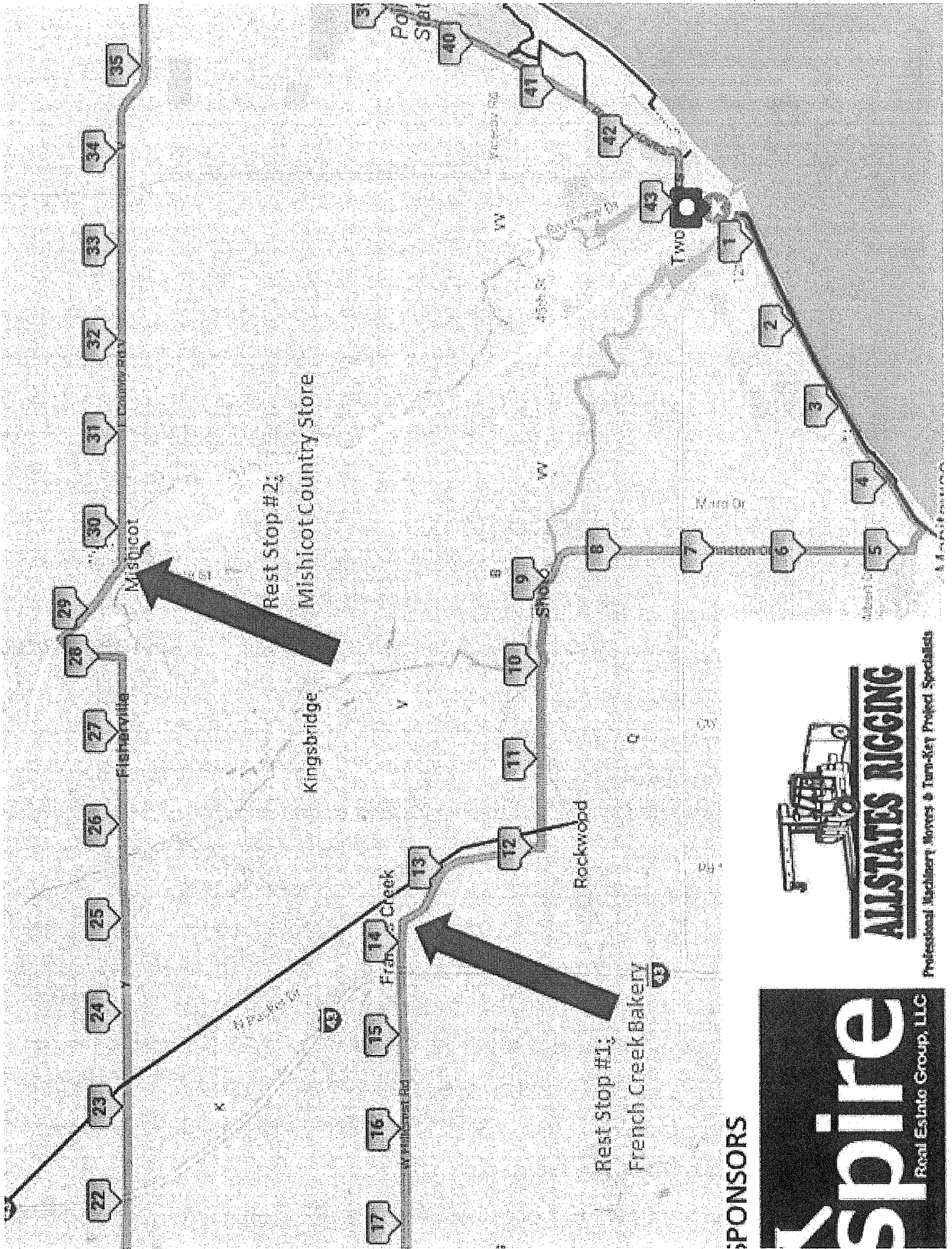
Signature of Applicant: 

Date: 7/16/2018



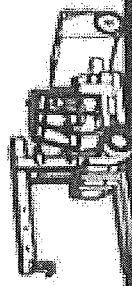
TITLE SPONSORS





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ALLSTATES RIGGING
Professional Machinery Movers & Turn-Key Project Specialists

Mackenzie Reed-Kadow

From: Sandy Ronski
Sent: Tuesday, July 17, 2018 1:25 PM
To: Rob Reindl
Cc: Stacey Groll; Karen Dorow; Sue Reilly; Mackenzie Reed-Kadow
Subject: RE: Salvation Army - Ride for Hunger 2018

Yes, I am the correct person to contact regarding the Special Event Application. The City of Manitowoc Special Event Committee will review your application, and you will receive a letter from the City Clerk's Office informing you of their decision.

You will also need to provide a Certificate of Liability Insurance to the City Clerk's Office for the event. If you have any questions about the insurance, please contact Mackenzie Reed-Kadow at 920-686-6952 or mreedkadow@manitowoc.org.

As to the electronic signs, they are updated by the Mayor's Office. You can reach Stacey Groll at 920-686-6982 or sgroll@manitowoc.org. I have copied both Mackenzie and Stacey on this e-mail.

If you have any additional questions, please e-mail me or call the Parks Office at 920-686-3580 weekdays from 8 AM to 4 PM.

Sincerely,

Sandy Ronski
Operations Clerk II
Transit, Cemetery, Parks, & Lift Bridges
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

To receive notifications about City of Manitowoc topics that matter most to you (such as notices for cemetery cleanup dates, snow emergency parking bans, brush &/or leaf pickups, etc.), go to www.manitowoc.org and click on the Notify Me button to sign up for texts and/or e-mails.

From: Rob Reindl [<mailto:rreindl@UnitedOne.org>]
Sent: Monday, July 16, 2018 5:43 PM
To: Sandy Ronski
Subject: Salvation Army - Ride for Hunger 2018

Good afternoon Sandy,

Are you still the correct contact for our Special Event Application form? Anything else we need to provide for our event in September? Please see the attached maps that outline our route.

Also, our committee wanted to inquire on the lighted sign on the west side of I43 near Menards. Do you know who we could contact to get more information for advertising our event there?

Thanks,
Rob



The banner features the UnitedOne Credit Union logo on the left, a large '80th ANNIVERSARY' seal in the center, and a photo of Rob Reindl on the right. Below the seal, it says 'We're here because you're here!' and '1938-2018'. The main headline reads 'When you're 80 like we are...'. To the left of the headline is an image of a boombox. To the right, it says 'Rates AS LOW AS 2.64% APR' and '...AND... No Payments For 80 Days'. At the bottom right, it says '...it's OK to go a little wild. Contact us for details!'.

Rob Reindl, Mortgage Specialist
NMLS # 441413
phone: 920-652-2484
fax: 920-652-2058
location: 1117 South 10th St., Manitowoc, WI 54220



Please consider the environment before printing this e-mail.

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