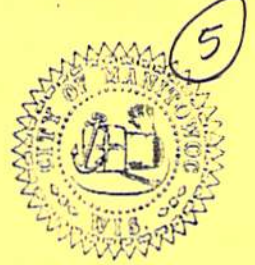


# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)



DATE: April 28, 2016

TO: Lisa Antonissen, Business Administrator  
Salvation Army  
411 N.6<sup>th</sup> St.  
Manitowoc, WI 54220

RE: Mariner's Trail Special Use Trail Permit  
**CHANGE OF DATE: September 17, 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, April 25, 2016.

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 Nick Reimer  
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: 4/25/2016

EVENT NAME: DATE CHANGE - Bike Ride for Hunger

ORGANIZER: Salvation Army - Lisa Antonissen

EVENT DATE: 9/17/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Change date of event from 8/6/16 to 9/17/16

### ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	
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

*[Handwritten signatures and initials under APPROVE]*

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER: