



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



DATE: September 11, 2017

TO: Alzheimer's Association, Greater Wisconsin Chapter
3313 S. Packerland Dr., Suite E
De Pere, WI 54115

RE: Mariner's Trail Special Use Trail Permit
September 16, 2017
Walk to End Alzheimer's

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, September 11, 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

Conditions for Special Event Permit

X
At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to dneuser@manitowoc.org. Special Events Insurance Requirements are also enclosed. If beer or wine is being served, you will need to provide liquor liability in the amount of \$500,000 each occurrence and \$500,000 aggregate. If you have a bounce house on City property, coverage must state it specifically covers bounce house.

Please bring your tavern license to the City Clerk's office prior to your event to have the extended premises added to your license.

City policy allows for the extension of a licensed premises to include an outside area, with the understanding that the entire area will be completely fenced in with access through the door of your premises or through the gate of the fenced-in area only. Alcoholic beverages can only be consumed inside the premises and in the fenced-in area. Please contact the Chief of Police at 686-6573 to arrange details for fencing the licensed area.

A non-profit or bona fide club may apply for a Temporary Class "B" license for the beer stand in the City Clerk's Office in City Hall. A licensed bartender must be at the premise at all times.

Contact the County Health Department at 683-4155 to obtain information about a food license.

All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.

Please note that event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground. Contact the Department of Public Works, 2655 So. 35th St., at 686-6550 to obtain a stake permit.

If you require the use of barricades or orange cones, please contact the Department of Public Works at 686-6550, located at 2655 So. 35th St., prior to 2:30 P.M. between Monday and Friday to obtain details and pricing information for the use of the City equipment. If you are closing off a street, you shall provide traffic control barricades.

In advance of your event, you are encouraged to notify the residences and/or businesses that may be affected by this street closure, in order to allow them time to make any necessary arrangements.

For the use of the Metrostage, benches, trash barrels, etc., please contact the Parks Department at 686-6518.

To arrange for the use of the baseball diamond at the park, and use of various equipment, you will need to contact both the Parks Department at 686-6518 and the Recreation Department at 686-3060.

The telephone number to arrange for Manitowoc City Police Department assistance with your event is 686-6573.

Contact the Fire Department at 686-6540 to obtain a fireworks permit.

Waiver of the noise ordinance was approved from _____ to _____.

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/11/2017

EVENT NAME: Walk to End Alzheimer's

ORGANIZER: Alzheimer's Assoc. - Laurie Schill

EVENT DATE: 9/16/2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Walk on the Mariners Trail from YMCA lot to 741 Memorial Drive & back benefitting Alzheimer's Assoc.

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	0
TOTAL	0

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	100
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	100
 GRAND TOTAL	 100

COMMITTEE CONCERNS:

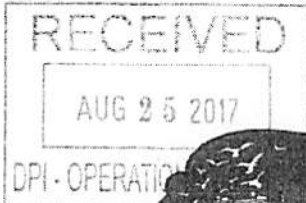
COMMITTEE DECISION:

APPROVE

DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



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: Alzheimer's Association Greater Wisconsin Chapter Street Address: 3313 S. Packwood Drive, Suite E
City: D. Paree State: WI Zip: 54115 Phone: 920-469-2110

Date of Event: Sept. 16, 2017 Facilities Requested: N/A - Mariner's Trail

Purpose of Application: Walk to End Alzheimer's Start time: 7am End time: 12 pm

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.

Laurie Schill 8-23-17
Signature of Permittee Date

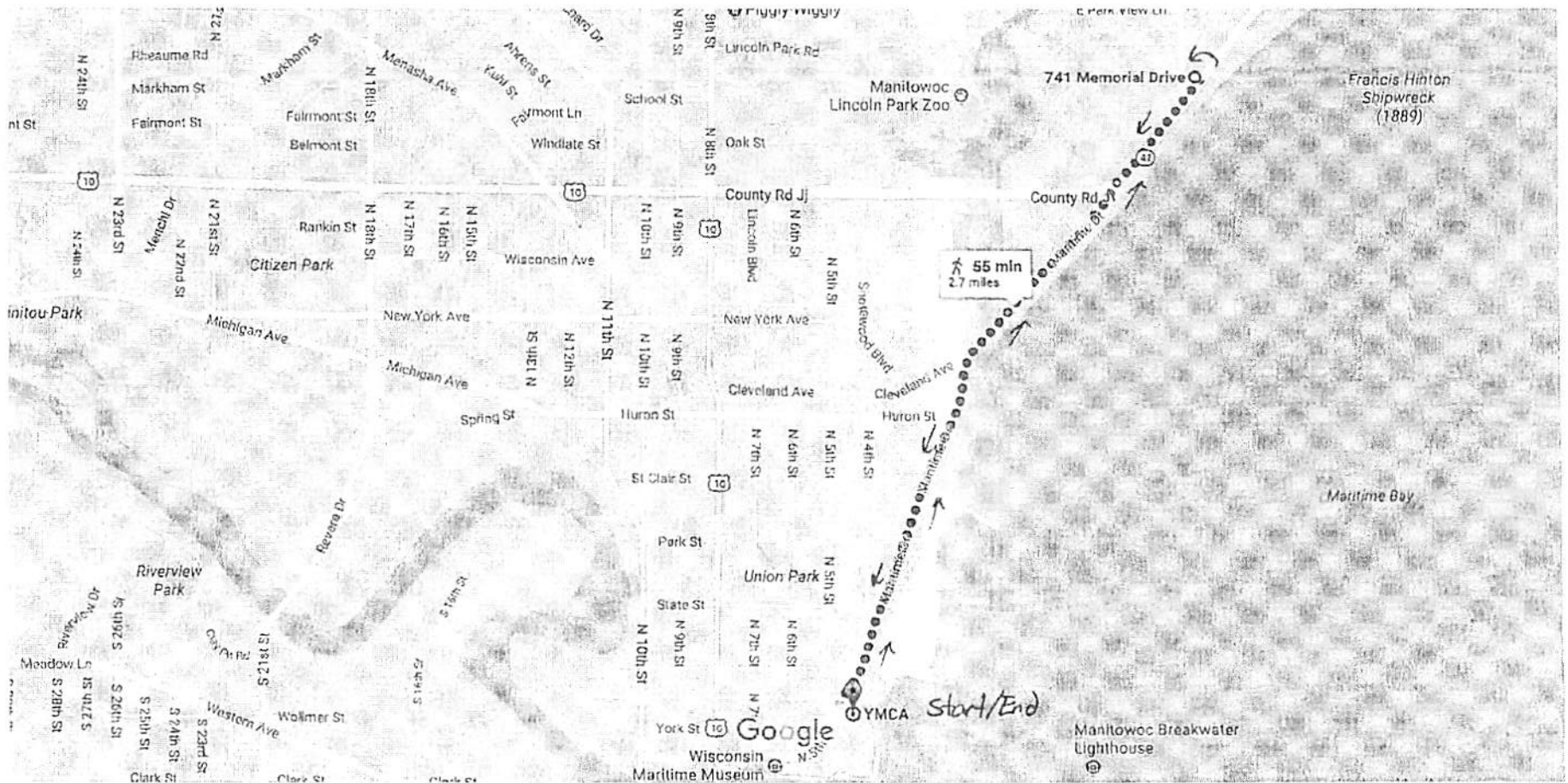
[Signature] 8-30-17
Approved by Manitowoc Parks Department Manager Date

Approved by Two Rivers Parks & Recreation Director Date

Manitowoc portion of trail only

Google Maps YMCA, Maritime Drive, Manitowoc, WI to YMCA, Maritime Drive, Manitowoc, WI

Walk 2.7 miles, 55 min



Map data ©2017 Google United States 1000 ft



via Maritime Dr
Mostly flat

55 min
2.7 miles