

# CITY OF MANITOWOC

WISCONSIN, USA  
www.manitowoc.org



DATE: April 12, 2018

TO: Holiday House  
Deanna Genske  
2818 Meadow Lane  
Manitowoc, WI 54220

RE: Mariner's Trail Special Use Trail Permit  
**August 18, 2018**  
Holiday House 5K Run/Walk/Roll

Your request for Mariner's Trail Special Use Trail Permit was acted upon by the Special Events Committee at the meeting of Monday, April 9, 2018.

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 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.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

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

Very truly yours,

Deborah Neuser  
City Clerk

DN:mrk

Enclosures

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: 4/9/2018

EVENT NAME: Holiday House 5K Run/Walk/Roll

ORGANIZER: Holiday House - Deanna Genske

EVENT DATE: 8/18/2018

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Mariners Trail from Lighthouse Inn to Yacht Club for run/walk/roll

### ESTIMATED CITY COSTS:

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

### ESTIMATED EVENT HOLDER CHARGES:

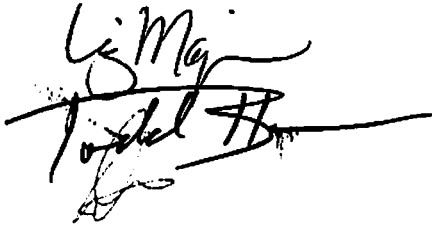
LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	
WAIVED -ROOM TAX	0
NON-WAIV. STAKE PERMIT	

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: Holiday House Street Address: 2818 Meadow Lane

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

Date of Event: August 18 ~~September 8, 2018~~ Facilities Requested: Mariners Trail from Lighthouse Inn to Yacht Club/ Wayside facilities across from Woodland Drive.

Purpose of Application: 5K Run/Walk/Roll Start time: 8:00 a.m. End time: Noon

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.

Stanna J. Gerke 2/15/18  
Signature of Permittee Date

Shenell 2/27/18  
Approved by Manitowoc Parks Department Manager Date

\_\_\_\_\_  
Approved by Two Rivers Parks & Recreation Director Date