

# CITY OF MANITOWOC

WISCONSIN, USA

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



DATE: November 16, 2016

TO: Ann Juza  
Manitowoc Public Library  
707 Quay St.  
Manitowoc, WI 54220

RE: Mariner's Trail Special Use Trail Permit  
**August 19, 2017**  
Library to Library Walk

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, November 14, 2016.

At said meeting, the Committee granted your request..

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: 11/14/2016

EVENT NAME: Library to Library Fun Walk

ORGANIZER: Manitowoc Public Library - Anne Juza

EVENT DATE: 8/19/2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Fundraising walk along the Mariners Trail

**ESTIMATED CITY COSTS:**

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	0
TOTAL	0

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	0
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
GRAND TOTAL	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

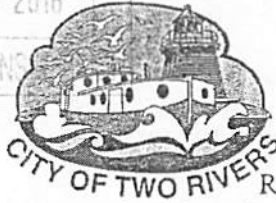
APPROVE

DENY

*[Handwritten signatures: JMB, L.M.G., R.C.B.]*

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: Anne Juzza Street Address: 707 Quay Street

City: Manitowoc State: WI Zip: 54220 Phone: 608-3034

Date of Event: 8/19/2017 Facilities Requested: None

Purpose of Application: Library to Library Fun Walk Start time: 10:30 am End time: 12:00 pm (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.

Signature of Permittee: [Signature] Date: 10/25/2016

Approved by Manitowoc Parks Department Manager \_\_\_\_\_ Date \_\_\_\_\_

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

A/N #2898