CITY OF MANITOWOC

WISCONSIN, USA www.manitowoc.org

January 9, 2018



Partners in Education of Immanuel Lutheran School Jamie Carlson 916 Pine Street Manitowoc, WI 54220

RE: Immanuel's Walk-a-thon on the Lakeshore - Lincoln Park - April 21, 2018

Dear Ms. Carlson:

Your special event request to hold, "Immanuel's Walk-a-thon on the Lakeshore" in Lincoln Park; use of Cabin 2, trash cans, posts, & safety vests; and to place signs at the event on April 21, 2018 was acted upon by the Special Events Committee at the meeting of Monday, January 8, 2018. At said meeting the Committee unanimously granted your request.

Please note that signs can be placed at the park only on the day of the event. Event organizers are responsible for contacting Diggers hotline a minimum of 3 business days in advance of the event.

Your certificate of insurance is on file, however the City requires a separate additional insured endorsement as well. Please have your insurance agent submit that to the City Clerk's office by email to mreedkadow@manitowoc.org, or fax to 920-686-6959. 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

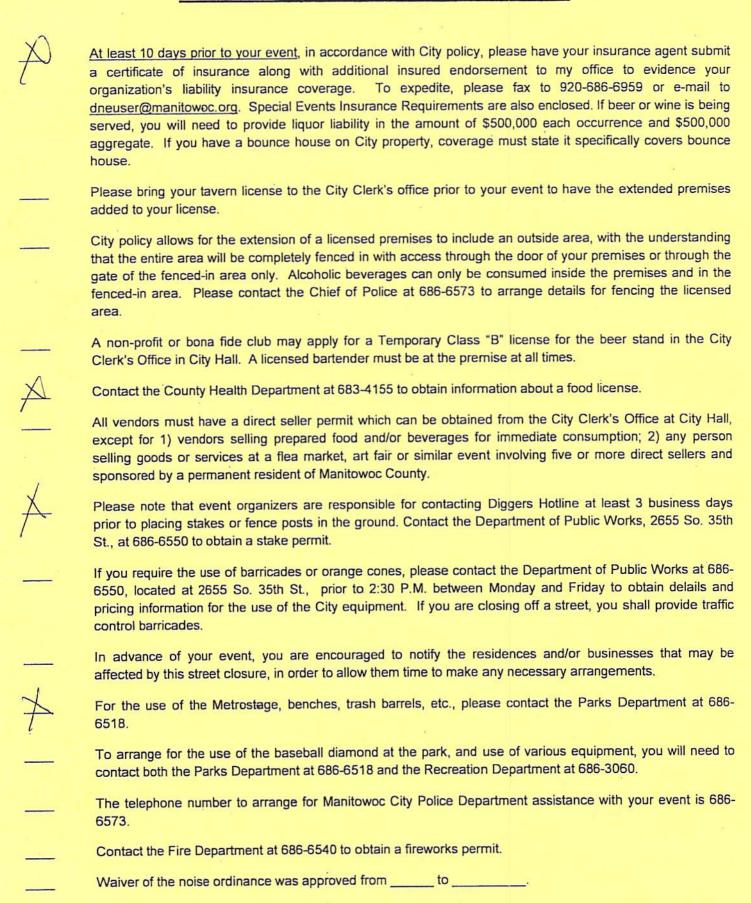
Chad Scheinoha, Operations Division Mgr.

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



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/8/2018

EVENT NAME: Immanuel's Walk-a-thon on the Lakeshore

ORGANIZER: Immanuel Lutheran School Partners in Education - Jaimie Carlson

EVENT DATE: 4/21/2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Walk-a-thon fundraiser in Lincoln Park; use of cabin 2, trash cans, posts,

& safety vests; fees to be paid by school; sign to be placed at the event

ESTIMATED CITY COSTS		ESTIMATED EVENT HOLDER CHARGE	ES:
POLICE		LATE APPL. FEE (<60 days)	
FIRE		DELIVERY CHARGES	
PARKS		(if delivery requested)	
RECREATION		WAIVED -ROOM TAX	0
STREETS		WAIVED -GENERAL FUND	
TOTAL DEPT. COSTS	0	-	
	And the second s	NON-WAIV. STAKE PERMIT	
COMMITTEE CONCERNS	:	,	
COMMITTEE DECISION	:		
APPROV	'E	DENY	
MAD MALLAND COUNCIL ACTION REQUIRED	JEHTENHOUS .		
ITEMS TO INCLUDE IN LETTER			
		park only on the day of the event; Orga Diggers Hotline a minimum of 3 busines	

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.

Date	of Event: 4/21/18 If multiple days, Start Date:	End Date:
	ude dates and times needed for setup and take down / cleanup.	Ind Pate.
Time	e Event will Begin Setup: 10 AMPM Actual Start Time:	1 AMPM Finish Time: 7 AMPM
Nam	e and Complete Address of Organization/Individual Organizing t	the Event:
	artners in Education of Immanuel Lutheran School	-
	e of organization responsible for event	
	aimie M. Carlson	Telephone # PRIOR TO event (920) 242 - 4286
	e (first, middle, and last) of event organizer	
_	aimie M. Carlson	Telephone # DURING event (920) 242 - 4286
Cont	act name DURING event (if different)	
100	16 Pine St	_
Stree	et Address	
M	lanitowoc, WI 54220	E-mail address jmcarlson7@gmail.com
• • • • •		
City, Is the Loca Also and i	e sponsoring organization a 501(c)(3) organization? Yes No ation of the Event: Generally describe your event and its purpose; indicate the direction of the route, if any, including all turns and its parks are available online at www.manitowoc.org.	the number of traffic lanes to be used. Maps of the City
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Will any portion of the Mariners Trail be used? If yes, where on the trail will the event begin:



"exclusive use" of the trail and the general public must be allowed to share the permitted areas.





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

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

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: Gignature of City of Two Rivers designee: Date:
Tell Us About Your Event: What is the estimated attendance at your event, including observers? 100 adults and children
How many vendors will be at your event? 0 How many vehicles? 20-30
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 water bottles and sliced bananas 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?
If yes, what hours:
If yes, what hours:
If yes, what hours:
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
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

In the case of a premise with a curren a detailed explanation under #5.	alcohol license, do you need an extension of your premise? Yes No	If yes, give
Do you require a waiver of the restric	tion to serve alcohol in a park? Ores 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 have the items ready on Friday, April 20, 2018 by 12 pm. I will pick them up. I will return them on Monday, April 23.

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

Damilandan	# <u>Needed</u>	# of Days*	Cost/Day		Total
Barricades 2'	v	v	\$3.00	=	Clashaus
3'	X	x	\$3.00 \$3.00	=	Flashers
3° 8'	X	^	\$3.00 \$4.00	=	Flashers
-	x		•	_	
Rail type-long	x	X	\$2.00		
Rail type-short	x	X	\$2.00	=	
Channelizer Drums	x	X	\$3.00	=	
Cones		37	61.50		
18"	X	x	\$1.50	=	
28"	x	X	\$1.50	=	
Safety vests	20 X	_3 X	No charge	=	No Charge
Snow fence					
Rolls	x	X	\$4.00	=	
Posts	5/ 10 X	<u> </u>	No Charge	=	No Charge
Post driver/pound		<u>_3</u> 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 amoun	ts)		·		
Parks Division Equipment (T count any picnic		e 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	444	
Ticket booths, outdoor	x	Х	\$15.00	=	
Trash cans	10 x	${3}$ \hat{x}	No Charge	=	No Charge
Wenger portable bandwagos	n. 35x8'**				•
J	X	X	\$240.00	=	
Other (list items and amoun			3=		

^{*}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.

\$0

TOTAL RENTAL CHARGES

^{**}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 O Yes No					
	Fence O 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 ves for any, give a detailed explanation under #5,					
10.	Safety and Security for Your Event:					
X	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:					
	Name of Security Coordinator () Phone # before event Phone # the day of the event					
	Those was day of the event					
X	Do you have a plan in place to deal with medical emergencies that may occur during your event? 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):					
	Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event? Yes No It yes, explain and list specific charges					
	Most of the money will be collected before as the students will bring their pledges to school. But if there are participants that arrive on the day, they may pay \$10 to participate will the revenues be used for?					
	We hope to raise \$1000 and put all of it towards new floaring in our school building.					

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.

Please see next page

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 _ 7 / _ 15 / _ 1981_				
Signature of Applicant: Jaimis M. C	arlson	Date:	9/15/17	12/13/17
		_		

I am working with Dave Nickels to create a safe and fun run around Lincoln Park. He is conducting the Winter Run through Lincoln Park this Dec 2017. We are also requiring that all children under 4th grade have an adult accompany them. We have firefighters in our congregation that I am asking to volunteer for the event as our medical first responders. Thank you for your consideration and please let me know if you have any questions.



CERTIFICATE OF LIABILITY INSURANCE

DATE (HM/CD/YYYY)

12/13/2017 THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT NAME: Heldi L Stevenson 1-800-554-2642 Option 1 Church Mulual Insurance Company PRONE 855-264-2329 3000 Schuster Lane cs18@churchmutual.com P.O. Box 357 <u>INSURER(9) AFFORDING COVERÂGE</u> NAIC # Merrill WI 54452 Church Mutual Insurance Company 18767 insurer A : INSURED IMMANUEL EVANGELICAL LUTHERAN CHURCH **ENSURER B:** INSURER C: 902 PINE ST **INSURER D:** MSURER 2 : MANITOWOC WI 54220-2811 INSURER F **COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:** THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. ADOLISUER POLICY EYF POLICY EXP TYPE OF INSURANCE POLICY NUMBER DAM GRAD COMMERCIAL GENERAL LIABILITY \$ 2,000,000 **EACH OCCURRENCE** DAMAGE TO RENTED PREMISES (En occurrence) CLAULIS-LIADE X OCCUR 1,000,000 10,000 MED EXP (Any one person) A N 0075176-02-817375 08/20/2015 08/20/2018 2,000,000 PERSONAL & ADV INJURY GENL AGGREGATE LIMIT APPLIES PER 5,000,000 **GENERAL AGGREGATE** JECT POLICY 2,000,000 PRODUCTS - COMP/OP AGG 2 OTHER: AUTOMOBILE LIABILITY COMBINED SINGLE LIMIT (Ea accident) OTUA YMA **BODILY INJURY (Per person)** OWNED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY **BODILY INJURY (Per secident)** PROPERTY DAMAGE (Per accident) AUTOS CALY **UMBRELLALIAB** OCCUR **EACH OCCURRENCE** EXCESS LIAB CLAIMS-MADE AGGREGATE DED RETENTION \$ NORKERS COMPENSATION STATUTE AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? E.L. EACH ACCIDENT (Mandatory in NH) E.L. DISEASE - EA EMPLOYER l yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 191, Additional Remarks Schedule, may be attached if more space is required) Evidence of liability for the walk a thon held on April 21, 2018 at Lincoln Park, 1215 N 8th St. Manitowec, WI from 9am to 9pm. SRAP 502 CERTIFICATE HOLDER CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. City of Manitowoo! City of Two Rivers 1033 S 8th St AUTHORIZED SEPASSEN ATIVE

Manitowoc

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WI 54220-5348

Sandy Ronski

From:

Jaimie Carlson < jmcarlson7@gmail.com>

Sent:

Tuesday, December 19, 2017 10:20 AM

To:

Sandy Ronski

Subject:

Re: Immanuel Fun Run April 21 2018

Sorry. Please disregard the Mariner's trail portion. We are staying inside Lincoln Park. I can send you a map in January but we will not be in any city streets. And 2 post pounders are good. And you received the insurance as well, right?

Thanks.

Jaimie

On Tue, Dec 19, 2017, 9:54 AM Sandy Ronski <sronski@manitowoc.org> wrote:

I was reviewing your application this morning, and it is a little confusing. Under #5, you talk about walking on the Mariners Trail and also walking around Lincoln Park. Please provide us a map for your event. Will people be walking from the Mariners Trail to Lincoln Park?

Under item #8, you are requesting 10 post pounders. We have a maximum of 3 post pounders.

Sandy Ronski

Operations Clerk II

Cemetery/Parks/Transit/Streets & Sanitation Divisions

City of Manitowoc

2655 S 35th St.

Manitowoc, WI 54220

920-686-6518

920-686-6525 fax

www.manitowoc.org

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