

# CITY OF MANITOWOC

WISCONSIN, USA

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

February 25, 2016



Fox's Piggly Wiggly Manitowoc  
Peggy Jeske  
1339 N. 8<sup>th</sup> Street  
Manitowoc, WI 54220

RE: Pig to Pig Walk - Mariner's Trail Permit – September 10, 2016

Dear Event Coordinator:

Your request for special use trail permit for your Pig to Pig Walk from Manitowoc Piggly Wiggly to Two Rivers Piggly Wiggly and utilizing Mariner's Trail on September 10, 2016, was acted upon by the Special Events Committee on Monday, February 15, 2016.

At said meeting, the Committee recommended granting request.

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](mailto:dneuser@manitowoc.org). Special Events Insurance Requirements are also enclosed.

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: 2/15/2016

EVENT NAME: Pig to Pig Walk

ORGANIZER: Fox's Piggly Wiggly - Peggy Jeske

EVENT DATE: 9/10/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Walk from Piggly Wiggly in Manitowoc to Mariners Trail to Piggly Wiggly in Two Rivers. Tent at finish line in T.R.

### ESTIMATED CITY COSTS:

STREETS	
PARKS	
RECREATION	
FIRE	
POLICE	
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

*SCOTT SCHNEIDER*  
*Todd H.*  
*[Signature]*  
*[Signature]*

### COUNCIL ACTION REQUIRED:

### ITEMS TO INCLUDE IN LETTER:

*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.**

1. Name/Description of Event: Pig to Pig Walk
2. Date of Event: Sept 10, 2011, If multiple days, Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 6am AM/PM Actual Start Time: 8am AM/PM Finish Time: 1pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:

Fox's Piggly Wiggly  
 Name of organization responsible for event

Peggy Jeske  
 Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event (920) 686-4931

same  
 Contact name DURING event (if different)

Telephone # DURING event (920) 686-4931

1339 N. 8th Street  
 Street Address

Manitowoc WI 54230  
 City, State, Zip

E-mail address 330manager@chrytheptg.com  
 of event organizer

Is the sponsoring organization a 501(c)(3) organization?  Yes  No

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event.  
 Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at [www.manitowoc.org](http://www.manitowoc.org).

Event starts at the Manitowoc Piggly Wiggly (1339 N 8th St) and ends at the Two Rivers location (2300 Forest Ave). Funds raised from this event will be donated to Lakeshore CAP. A tent will be erected in Two Rivers parking lot to welcome walkers at finish.

Will the event be held in a Manitowoc park or utilize any park facilities?  Yes Which park? \_\_\_\_\_  No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

Have you reserved the park &/or park facilities?  Yes  No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed?  Yes  No If yes, which street(s): \_\_\_\_\_

*It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.*

Will the event be held on the sidewalk?  Yes  No



6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used?  Yes  No  
If yes, where on the trail will the event begin: Beed Ave, Manitowoc  
Where on the trail will the event end: Washington St, Two Rivers

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

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.

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:**

Signature of City of Two Rivers designee: \_\_\_\_\_ Date: \_\_\_\_\_

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? 150-200

How many vendors will be at your event? none How many vehicles? 50-100?

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  
*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?  Yes  No  
If yes, what hours: 8am-1pm approx.

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 no  
*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 they will be located. Guests are encouraged to bring their dogs - we've never had more than 10 dogs attend.

What toilet facilities will be made available to your participants?  Indoor  Outdoor  
Please describe the toilet facilities that will be provided, including their locations and the number of units: Both stores provide use of indoor toilets - we also have one outside at Two Rivers location

Will alcoholic beverages be served/sold?  Yes  No If yes, a "Special Class B" license will allow sale/service of beer and/or wine. Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

In the case of a premise with a current alcohol license, do you need an extension of your premise?  Yes  No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park?  Yes  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 indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580): *n/a*

	<u># Needed</u>		<u># of Dnvs*</u>		<u>Cost/Day</u>		<u>Total</u>	
Barricades								
2'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
3'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
8'	_____	X	_____	X	\$4.00	=	_____	
Rail type-long	_____	X	_____	X	\$2.00	=	_____	
Rail type-short	_____	X	_____	X	\$2.00	=	_____	
Channelizer Drums	_____	X	_____	X	\$3.00	=	_____	
Cones								
18"	_____	X	_____	X	\$1.50	=	_____	
28"	_____	X	_____	X	\$1.50	=	_____	
Safety vests	_____	X	_____	X	No charge	=	No Charge	
Snow fence								
Rolls	_____	X	_____	X	\$4.00	=	_____	
Posts	_____	X	_____	X	No Charge	=	No Charge	
Post driver/pounder	_____	X	_____	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 amounts)								

Parks Division Equipment (686-3580): *Do NOT count any picnic tables, garbage 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	=	_____	
Ticket booths, outdoor	_____	X	_____	X	\$15.00	=	_____	
Trash cans	_____	X	_____	X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8***	_____	X	_____	X	\$240.00	=	_____	
Other (list items and amounts):								

**TOTAL RENTAL CHARGES** *φ*

\*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.

\*\*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  Yes  No  
 Fence  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 yes for any, give a detailed explanation under #5.

10. **Safety and Security for Your Event:**

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

Do you have a plan in place to deal with medical emergencies that may occur during your event?  Yes  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 registration fee, raffle tickets sold, brat fry  
 If yes, explain and list specific charges

What are your estimated revenues and what will the revenues be used for? estimate \$15,000 - all proceeds after event fees (costs) are donated to Lakeshore CAP. 100% non-profit

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.

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 12/22/56

Signature of Applicant:

Margaret Jakes

Date:

1/30/16





Dear Recreation and Parks Department for the City of Manitowoc,

This year is Fox's Piggy Wiggly's 10<sup>th</sup> Annual Pig to Pig Walk. Every year our event has been added to the City of Manitowoc Calendar, and we are hoping to be added again. Our walk will be taking place on Saturday, September 10<sup>th</sup>, 2016 at 8am.

For more information please contact Fox's Piggy Wiggly Manitowoc at our Phone Number: 920.682.4931, or our Fax Number: 920.682.4677.

Thank You,  
Fox's Pig to Pig Walk Committee

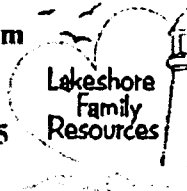


**LAKESHORE CAP, INC.**

**"Helping homeless or nearly homeless families and individuals maintain or obtain housing."**

"The emergency housing program is designed to assist those who are not stably housed. This means you must be either homeless or at risk of losing your residence in order to be eligible. Lakeshore CAP operates as a central screening place for the community's partner agencies; so in most cases, you must come through Lakeshore CAP first."

Lakeshore CAP, Inc.  
Community Action Program  
702 State St  
P.O. Box 2315  
Manitowoc, WI 54221-2315  
Phone # 920.682.3737  
Toll Free # 1.800.924.0510  
Fax # 920.686.8700



**Schedule for  
Saturday September 12th, 2015  
Fox's 9th Annual Pig to Pig Walk**

~8am- Arrive at Fox's Piggly Wiggly  
Manitowoc (1339 N 8th st)  
for Registration.

**~8:30- Walk Begins!**

Route: Fox's Piggly Wiggly Manitowoc onto Reed Avenue to Memorial Drive, along the Mariner's Trail to Washington Street in Two Rivers, then left on 22nd Street and then a right onto Forest Avenue where Fox's Piggly Wiggly Two Rivers (2300 Forest Ave) will be on your left.

Arrive in Two Rivers at your own pace and enjoy free refreshments, music, a brat fry (\$), drawing for prizes, and a free ride back to Fox's Piggly Wiggly Manitowoc courtesy of Brandt Buses. (Buses run until 12)

- \*Buses will stop at waysides along the trail to pick up those who would like a ride to the finish.
- \*Bottled water will be available along the trail for all walkers.
- \*Pets are welcome on the walk.



Fox's Piggly Wiggly provides quality and affordable groceries to thousands of people each day in the community. This year Lakeshore CAP is the charity of choice for Fox's Piggly Wiggly 9th Annual Pig to Pig Walk.

**Manitowoc:** 1339 N. 8th Street  
Manitowoc, WI 54220  
**Two Rivers:** 2300 Forest Ave  
Two Rivers, WI 54241

**Release and Indemnity:**

(Must be signed in order to participate in walk)  
The undersigned acknowledges that participating in the Pig to Pig Walk is voluntary and I, or my child, are voluntarily participating. I hereby release the Pig to Pig Walk, its director, volunteers, Fox's Piggly Wiggly and Lakeshore CAP, from any and all liability whatsoever, including all claims, demands, or cases of action of every nature which arise out of or are in any way connected with the Pig to Pig Walk. I agree to indemnify and hold harmless the above mentioned parties in the event of any injury to myself or minor child in the Pig to Pig Walk caused by an accident or otherwise. I have read the forgoing Release & Indemnity, understand its terms and freely and voluntarily sign the same.

Signature

Date

2015 Brochure

# Fox's Pig to Pig Walk Entry Form

Name:

Address:

City & Zip Code:

Phone:

Email:

Important! The release & indemnity on reverse side MUST be signed to participate in the walk.

How did you hear about the walk? (Circle One)  
Newspaper / Radio / Flyer / Poster / Friend

**\$15.00 Donation per person**  
**\$30.00 Donation per Family**  
(Payable upon Registration)

T-Shirts for Early Registration! Available at the service desk at the time of Registration.

Number of Adults:

Number of Kids:

T-Shirts Received:

## Diamond Sponsor:

## Platinum Sponsor:

- Barrel O' Fun
- Bimbo Bakeries
- CellCom
- Dean Foods
- Dental Park
- Dr. Pepper// 7 Up
- Fresh Frozen Goods
- Frito Lay
- Hennings Cheese
- John's Refrigeration Inc.
- Kehe Foods
- Lincoln Park Zoo
- Midwest Best Water Sales Inc.
- Nestle (Tombstone/Jacks)
- Pro Lighting Service
- Triangle Distributing
- Shullsburg Creamery
- Rogge's Sausage Company
- YMCA



## 9th Annual Pig to Pig Walk

- ~6 mile walk along Lake Michigan
- ~Refreshments
- ~Music & Fun
- ~Brat Fry at each Location



Manitowoc • Two Rivers