



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



DATE: November 16, 2016

TO: The Salvation Army
411 N. 6th Street
Manitowoc, WI 54220

RE: Mariner's Trail Special Use Trail Permit
September 16, 2017
Ride for Hunger

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, 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 dneuser@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,

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

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 11/14/2016

EVENT NAME: Bike Ride for Hunger

ORGANIZER: Salvation Army - Joe Siebold

EVENT DATE: 9/16/2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Bike ride along the Mariners Trail with a rest stop across from Aurora

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	0
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
GRAND TOTAL	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

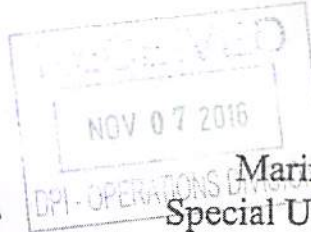
APPROVE

DENY


TMB
Liz Maj
Rody Bels
A

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 Mariners Trail and facilities. Please complete the following information and submit it to either P&R 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 (TR & Manitowoc P&R 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 City staff will be billed at the hourly rate currently charged by the P&R 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: SOLVATION ARMY Street Address: 411 N 6TH ST

City: MANITOWOC State: WI Zip: 54220 Phone: 684-7117

Date of Event: 9-16-2017 Facilities Requested: MARINERS TRAIL - AURORA REST STOP

Purpose of Application: BIKE RIDE Start time: 8:00AM End time: 12:00PM

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.

Joe Sebald 553 4449 10-5-16
Signature of Permittee Date

Judy [Signature] 11-7-16
Approved by Parks & Recreation Director (s) Date

Approved by Parks & Recreation Director (s) Date

cc: Two Rivers and Manitowoc PD FD DPW P&R Mayor/City Manager