

NOTICE: This application must be on file in the City Clerk's Office a minimum of 30 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.

SPECIAL EVENTS APPLICATION FORM

- 1. Name/Description of Event: Scenic Shoreline Bike Tour
- 2. Date of Event: / / If multiple days, Start Date: 7/18/15 End Date: 7/19/15
- 3. Time Event will start to form: 11:00 (AM/PM) Actual Start Time: 7:30 (AM/PM) Finish Time: 12:00 (AM/PM)
Saturday Sunday
- 4. Name and complete address of Organization/Individual organizing the Event:

The Leukemia & Lymphoma Society Telephone # 262) 785-4226
 Name of organization, if applicable
Jennifer J Grandkoski Business # 262) 785-4226
 Name (first, middle, and last) of individual organizing the Event (if applicable)
200 S. Executive Dr. Suite 203 Date of Birth 8/11/75
 Street Address of organizing individual
Brookfield, WI 53005
 City, State, ZIP

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

- 5. Email address of organizer: jen.grandkoski@lls.org
- 6. Location of the Event: Please attach a detailed map or diagram of your event. Also, please indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Route has been sent.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes No Which park?
 Have you reserved the park for this purpose? Yes No If no, please contact the Parks Department at (920) 686-3580.
 Does the event require streets to be closed? Yes No If yes, which street(s):

Will the event be held indoors? Yes No If yes, what building?
Building Name & Street Address

- 7. Tell us about your Event: All food & beverage; band will take place on UW-Manitowoc grounds
 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
 What is the estimated attendance at your event, including observers? 1,800
 How many vendors will be at your event? 12-15 How many vehicles? 100 all at UW-Manitowoc
 Do you require any special parking restrictions? Yes No If yes, what type, when, and where: No parking on 10th Street going into UW-Manitowoc; No parking Sunday morning on right side of roads on route & see map for details

Will any of the following services be required? Barricades Clean-up Street-sweeping
For help defining your parking, clean-up, and barricade needs, please contact the Department of Public Works at (920) 686-6550.

Will a tent or any other temporary structures be erected? Yes No all on UW-Manitowoc grounds

Will any fireworks or pyrotechnic devices be used during the event? Yes No
Contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

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: Mostly indoor at UW-Manitowoc, 3-4 outdoor toilets

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.

8. Safety and Security for Your Event: only at UW-Manitowoc - private property

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 to the City Clerk's Office at least 10 days before your event.

Designated contact person for the event:

Jennifer Grandtowski 262.785.4226 262.613.1785
Name of Day-of coordinator Phone # before event Phone # the day of the event

Is security needed for this event? Yes No

Jennifer Grandtowski 262.785.4226 262.613.1785
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

9. Fees & Reimbursement: The standard fees for equipment rental and licenses will apply. The City may also require reimbursement for extraordinary expenses for your event. To request a waiver of the extraordinary expenses, please submit a letter detailing your request.

10. 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, liquor licenses, tent 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.

Signature of Applicant: [Signature] Date: 3.18.15

COMMITTEE RECOMMENDATION: _____ DATE: _____

COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No

Scenic Shore 150 Day 1: Century Loop

| Direction | Travel | Leg | Total |
|-----------------------------------|--------|-----|-------|
| R onto Lakeshore Rd | 0.1 | 0.1 | 0.1 |
| L onto Garton Rd | 1.0 | 1.1 | 1.1 |
| R onto Dairyland Dr | 1.0 | 2.1 | 2.1 |
| L onto Rowe Rd | 2.5 | 4.6 | 4.6 |
| R Brookdale Rd | 1.0 | 5.6 | 5.6 |
| L onto Co Rd Ff | 3.5 | 9.1 | 9.1 |
| L onto Co Rd M | 0.3 | 9.4 | 9.4 |
| R onto Professor Dr. | 0.1 | 9.5 | 9.5 |
| Rest Stop Lakeland College | | | |

| Direction | Travel | Leg | Total |
|------------------------------------|--------|------|-------|
| R onto Co Rd M | 0.7 | 0.7 | 10.2 |
| C onto Bridgewood Rd | 1.0 | 1.7 | 11.2 |
| R onto Garton Rd | 1.5 | 3.2 | 12.7 |
| L Bittersweet Rd | 1.0 | 4.2 | 13.7 |
| L onto Playbird Rd | 5.5 | 9.7 | 19.2 |
| R onto Rangeline Rd | 1.0 | 10.7 | 20.2 |
| L onto Co Rd J | 2.0 | 12.7 | 22.2 |
| L onto N 40th St | 1.0 | 13.7 | 23.2 |
| R onto Playbird Rd | 1.0 | 14.7 | 24.2 |
| L onto Lakeshore Rd | 0.9 | 15.6 | 25.1 |
| Rest Stop #5- N7645 Cty. LS | | | |

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Scenic Shore 150 Day 1: Mequon to Manitowoc

| Direction | Travel | Leg | Total |
|--|--------|------|-------|
| N Exit parking lot towards Highland Rd | 0.1 | 0.1 | 0.1 |
| R onto Highland Rd | 3.1 | 3.2 | 3.2 |
| L onto N Lake Shore Dr | 1.0 | 4.2 | 4.2 |
| R onto N Lake Shore Dr | 0.2 | 4.4 | 4.4 |
| L onto N Lake Shore Dr | 1.0 | 5.4 | 5.4 |
| R onto E Pioneer Rd | 0.5 | 5.9 | 5.9 |
| L onto County C/Lake Shore Rd | 1.0 | 6.9 | 6.9 |
| R onto Lakefield Rd./Lake Shore Rd | 0.2 | 7.1 | 7.1 |
| L onto Lake Shore Rd | 0.5 | 7.6 | 7.6 |
| R onto Lake Shore Rd | 0.1 | 7.7 | 7.7 |
| L onto Lake Shore Rd | 2.7 | 10.4 | 10.4 |
| L onto Lake Shore Rd | 2.7 | 13.1 | 13.1 |
| L onto Sunset Rd | 0.3 | 13.4 | 13.4 |
| R onto S Park St | 0.5 | 13.9 | 13.9 |
| L onto W Oakland Ave | 0.2 | 14.1 | 14.1 |

REST STOP #1 –Ozaukee Transit Service (open at 7:15)

| | | | |
|---------------------------------|-----|------|------|
| L onto W Oakland Ave | 0.1 | 0.1 | 14.2 |
| R onto S Spring St | 0.9 | 1.0 | 15.1 |
| L onto Co Hwy KK/Moore Rd | 0.8 | 1.8 | 15.9 |
| R onto County Highway LL N | 5.1 | 6.9 | 21.0 |
| R onto Co Hwy P/Sandy Beach Rd. | 1.0 | 7.9 | 22.0 |
| L onto Lake Church Rd | 3.0 | 10.9 | 25.0 |

REST STOP #2 – ST. MARY’S CHURCH (open at 7:45)

| | | | |
|------------------------|-----|------|------|
| R onto Lake Church Rd | 0.1 | 0.1 | 25.1 |
| R onto Co Hwy D | 1.0 | 1.1 | 26.1 |
| L onto Sauk Trail Rd | 5.3 | 6.4 | 31.4 |
| R onto S Sauk Trail Rd | 4.2 | 10.6 | 35.6 |

| Direction | Travel | Leg | Total |
|-------------------------|--------|-----|-------|
| R onto S 7th St | 1.7 | 1.7 | 47.8 |
| L onto Indiana Ave | 0.1 | 1.8 | 47.9 |
| R onto S 8th St | 0.1 | 1.9 | 48.0 |
| R onto Riverfront Dr | 0.4 | 2.3 | 48.4 |
| R onto Pennsylvania Ave | 0.2 | 2.5 | 48.6 |
| L onto Broughton Dr | 1.4 | 3.9 | 50.0 |
| R onto Barrett St | 0.1 | 4.0 | 50.1 |
| L onto Park Ave | 0.2 | 4.2 | 50.3 |
| R onto N 3rd St | 0.7 | 4.9 | 51.0 |
| L onto North Ave | 0.2 | 5.1 | 51.2 |
| R N 8th St | 0.6 | 5.7 | 51.8 |
| L onto Eisner Ave | 0.7 | 6.4 | 52.5 |
| R onto Lakeshore Rd | 2.6 | 9.0 | 55.1 |

Rest Stop #5- N7645 Cty. LS (open at 9:30)*

*SEPARTE DIRECTIONS AVAILABLE FOR THE CENTURY LOOP THAT STARTS OFF OF REST STOP 5

| | | | |
|---------------------------|-----|-----|------|
| R onto Lakeshore Rd | 7.0 | 7.0 | 62.1 |
| R onto E. Washington Ave. | 0.3 | 7.3 | 62.4 |
| R onto Lakeshore Dr | 0.2 | 7.5 | 62.6 |

Rest Stop #6- HIKA BAY (open at 10:00)

| | | | |
|----------------------|-----|------|------|
| R onto Lakeshore Dr. | 8.6 | 8.6 | 71.2 |
| C onto S 10th St | 2.7 | 11.3 | 73.9 |
| R into UW-Manitowoc | 0.2 | 11.5 | 74.1 |

FINISH- UW Manitowoc

TOTAL DISTANCE - DAY 1 74.1

MAR 24 2020

REC'D

REST STOP #3 – BOONDOCKS TAVERN (open at 8:15)

| | | | |
|--|-----|------|------|
| L onto N Sauk Trail Rd | 0.1 | 0.1 | 35.7 |
| R onto Co Rd KK/Middle Rd/Town Line Rd | 0.9 | 1.0 | 36.6 |
| L onto Co Rd KK/Middle Rd | 2.0 | 3.0 | 38.6 |
| R onto Co Rd KK | 1.0 | 4.0 | 39.6 |
| L onto Co Rd KK/Moenning Rd | 1.0 | 5.0 | 40.6 |
| R onto Co Rd V | 1.0 | 6.0 | 41.6 |
| L onto Co Rd V/S 12th St | 1.3 | 7.3 | 42.9 |
| R onto Indian Mound Rd. | 0.6 | 7.9 | 43.5 |
| L onto Evergreen Dr. | 0.8 | 8.7 | 44.3 |
| L onto Co Rd EE/Weeden Creek Rd | 0.3 | 9.0 | 44.6 |
| R onto Co Road East E/Lakeshore Dr | 1.5 | 10.5 | 46.1 |

LUNCH – LAKE VIEW PARK (open at 9:00)

TOTAL DISTANCE - With Century

99.2

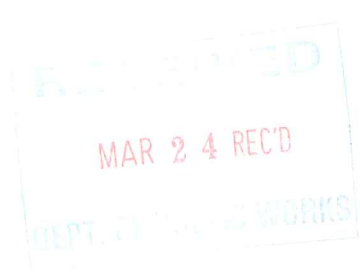
MAR 24 REC'D

Scenic Shore 150 Day 2: Manitowoc to Sturgeon Bay

| Direction | Travel | Leg | Daily | Total |
|---|--------|------|-------|-------|
| R onto Viebahn | 0.1 | 0.1 | 0.1 | 74.2 |
| L onto Lakeside Blvd | 0.5 | 0.6 | 0.6 | 74.7 |
| L onto Dewey St | 0.1 | 0.7 | 0.7 | 74.8 |
| R onto S 9th St | 0.7 | 1.4 | 1.4 | 75.5 |
| R onto Madison St | 0.2 | 1.6 | 1.6 | 75.7 |
| L onto S Lakeview Dr | 0.4 | 2.0 | 2.0 | 76.1 |
| L onto Quay St | 0.5 | 2.5 | 2.5 | 76.6 |
| R onto S 8th St | 0.1 | 2.6 | 2.6 | 76.7 |
| R onto Maritime Dr | 1.4 | 4.0 | 4.0 | 78.1 |
| C onto Memorial Dr | 4.6 | 8.6 | 8.6 | 82.7 |
| C onto Washington St | 0.1 | 8.7 | 8.7 | 82.8 |
| R onto E River St | 0.1 | 8.8 | 8.8 | 82.9 |
| L onto Jefferson St | 0.5 | 9.3 | 9.3 | 83.4 |
| R onto 22nd St | 0.2 | 9.5 | 9.5 | 83.6 |
| R onto Jackson St | 0.4 | 9.9 | 9.9 | 84.0 |
| L onto 16th St | 0.1 | 10.0 | 10.0 | 84.1 |
| L onto Zlatnik Dr | 0.4 | 10.4 | 10.4 | 84.5 |
| REST STOP #1 – NESHOTA PARK (open at 7:15) | | | | |
| C onto Zlatnik Dr | 0.2 | 0.2 | 10.6 | 84.7 |
| L onto 22nd St | 0.2 | 0.4 | 10.8 | 84.9 |
| R onto County Rd O/Sandy Bay Rd | 6.3 | 6.7 | 17.1 | 91.2 |
| L onto County Rd V | 0.9 | 7.6 | 18.0 | 92.1 |
| R onto Lakeshore Rd | 2.4 | 10.0 | 20.4 | 94.5 |
| L onto Nuclear Rd | 2.7 | 12.7 | 23.1 | 97.2 |
| R onto Tannery Rd | 2.3 | 15.0 | 25.4 | 99.5 |
| R onto Two Creeks Road | 1.9 | 16.9 | 27.3 | 101.4 |
| REST STOP #2 –TWO CREEKS PARK (open at 7:45) | | | | |
| R onto Lakeshore Rd | 1.3 | 1.3 | 28.6 | 102.7 |
| R onto WI-42 N/WI-42 Trunk N | 2.0 | 3.3 | 30.6 | 104.7 |
| R onto Lakeview Rd | 1.8 | 5.1 | 32.4 | 106.5 |
| R onto Lakeshore Rd | 4.9 | 10.0 | 37.3 | 111.4 |
| R onto WI-42 N/WI-42 Trunk N/Milwaukee St | 2.2 | 12.2 | 39.5 | 113.6 |
| REST STOP #3 – KEWAUNEE CHAMBER (open at 8:00) | | | | |
| R onto Main St | 0.5 | 0.5 | 40.0 | 114.1 |
| R onto Duvall St | 0.2 | 0.7 | 40.2 | 114.3 |
| L onto Lakeshore Dr | 2.0 | 2.7 | 42.2 | 116.3 |
| R onto Lakeshore Dr | 3.4 | 6.1 | 45.6 | 119.7 |
| R onto WI-42 N/WI-42 Trunk N | 4.6 | 10.7 | 50.2 | 124.3 |
| C onto Lake St | 0.2 | 10.9 | 50.4 | 124.5 |
| R onto Lake St | 0.2 | 11.1 | 50.6 | 124.7 |

LUNCH – HERITAGE PARK ALGOMA (open at 9:00)

| Direction | Travel | Leg | Daily | Total |
|---|--------|-------|-------|-------|
| C onto Lake St | 0.1 | 0.1 | 50.7 | 124.8 |
| L onto Steele St | 0.1 | 0.2 | 50.8 | 124.9 |
| R onto Navarino St | 0.1 | 0.3 | 50.9 | 125.0 |
| R onto 2nd St | 0.1 | 0.4 | 51.0 | 125.1 |
| R onto N Water St | 0.2 | 0.6 | 51.2 | 125.3 |
| C onto County Road S/Lakeview Dr | 3.6 | 4.2 | 54.8 | 128.9 |
| R onto Co Rd U | 3.4 | 7.6 | 58.2 | 132.3 |
| REST STOP #5 – UPPER LASALLE PARK (open at 9:30) | | | | |
| R onto Co Rd U | 1.3 | 1.3 | 59.5 | 133.6 |
| R onto S Lake Michigan Dr | 1.5 | 2.8 | 61.0 | 135.1 |
| R onto S Lake Michigan Dr | 1.5 | 4.3 | 62.5 | 136.6 |
| L onto Salona Rd | 1.5 | 5.8 | 64.0 | 138.1 |
| R onto Shiloh Rd | 0.7 | 6.5 | 64.7 | 138.8 |
| REST STOP #6 – 1801 SHILOH ROAD (open at 10:00) | | | | |
| L onto Shiloh Rd | 1.8 | 1.8 | 66.5 | 140.6 |
| R onto Shiloh Rd | 0.2 | 2.0 | 66.7 | 140.8 |
| L onto S Shiloh Rd | 0.5 | 2.5 | 67.2 | 141.3 |
| R onto Lake Ln | 0.7 | 3.2 | 67.9 | 142.0 |
| L onto Co Rd. U/Clay Banks Rd | 1.9 | 5.1 | 69.8 | 143.9 |
| L onto Tacoma Beach Rd | 0.4 | 5.5 | 70.2 | 144.3 |
| R onto S Oxford Ave | 0.4 | 5.9 | 70.6 | 144.7 |
| C onto E Walnut St | 0.2 | 6.1 | 70.8 | 144.9 |
| R onto S Neenah Ave | 0.6 | 6.7 | 71.4 | 145.5 |
| R onto Oregon St | 0.4 | 7.1 | 71.8 | 145.9 |
| R onto 2nd Ave. | 0.1 | 7.2 | 71.9 | 146.0 |
| L onto Pennsylvania St | 0.1 | 7.3 | 72.0 | 146.1 |
| L onto S 3rd Ave | 0.9 | 8.2 | 72.9 | 147.0 |
| L onto Sunset Dr | 0.2 | 8.4 | 73.1 | 147.2 |
| FINISH – Sunset Park | | | | |
| TOTAL DISTANCE - BOTH DAYS | | 147.2 | | |
| TOTAL DISTANCE - With Century | | 172.3 | | |





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: The Leukemia Lymphoma Society Street Address: 200 S Executive Dr Suite 203
City: Brookfield State: WI Zip: 53005 Phone: 262 785-4226

Date of Event: July 19 2015 Facilities Requested: Trail / Road

Purpose of Application: Scenic Share Start time: 7:30am End time: 10:00am
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] _____ Date 3-18-15
Signature of Permittee

[Signature] _____ Date 3-18-15
Approved by Manitowoc Parks Department Manager

[Signature] _____ Date 3-18-15
Approved by Two Rivers Parks & Recreation Director