

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/15/2021

EVENT NAME: Walk to End Alzheimers

ORGANIZER: Alzheimers Association - Rosanna Aulik

E-MAIL ADDRESS: raulik@alz.org

EVENT DATE: 9/18/2021

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Walk on the Mariners Trail from the YMCA to Reed Ave.; tent along the path & signs - will NOT be staked more than 6" deep

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

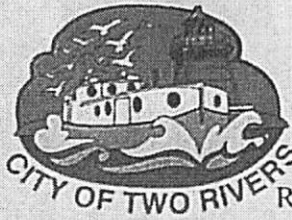
Todd Blaser/sr  
Jason Freiboth/sr  
Dan Koski/sr  
Liz Majerus/sr

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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# 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: Rosanna Aulik  
Alzheimer's Association Street Address: \_\_\_\_\_

City: Green Bay State: WI Zip: 54304 Phone: 715-204-9979

Date of Event: 9/18/2021 Facilities Requested: Mariner's Trail

Purpose of Application: use of trail  
Walk to End Alzheimer's Start time: 9:30 am End time: 11:30 am

Will alcoholic beverages be served?  Yes  No if yes, what type? N/A  
(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]  
Signature of Permittee

9/14/2021  
Date

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

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

RECEIVED

SEP 15 2021

CITY OF MANITOWOC  
ENGINEERING

A/W 6096

## Sandy Ronski

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**From:** Rosanna Aulik <raulik@alz.org>  
**Sent:** Monday, September 13, 2021 11:36 AM  
**To:** Sandy Ronski  
**Cc:** Brock Wetenkamp  
**Subject:** External: Re: Special Event Application - Walk to End Alzheimers 9/18/21

Good morning Sandy,

I have confirmation that we will be keeping the route for the Alzheimer's Walk just on the path alone. We will not be utilizing any roads. Our route will begin at the YMCA and go 1.5 miles north with our turnaround point at Reed Ave. Our tent along the path will not need to be staked into the ground. However, are we able to put signs along the route? It looks like we will have approximately 120 walkers on the path from approximately 10:00 a.m. until 11:00 a.m. What do I need to do to secure this as the information that I am finding seems to be for hosting an event in the city vs just utilizing walking the path.

Thank you for your help!

On Wed, Sep 8, 2021 at 9:11 AM Rosanna Aulik <raulik@alz.org> wrote:  
Good morning Sandy,

Thank you for taking the time to go over some details with me regarding the Walk to End Alzheimer's walk that is taking place in Manitowoc on September 18th, 2021. I apologize for the late notice of the request to use the trail for our walk. As I go through the special event instructions, is there a fee for us to use the trail for our walk? I will be going through this today in greater detail and get everything back to you ASAP.

On Tue, Sep 7, 2021 at 10:13 AM Sandy Ronski <sronski@manitowoc.org> wrote:

Here is a link to the City of Manitowoc webpage for Special Events: <https://www.manitowoc.org/2049/Special-Events>. Under "Organizing a Special Event," you will find the City's Special Event Instructions, which were updated in October 2020, the application form, and other information, including COVID precautions for 2021 special events. You will need to attach a map of the event to the application form. *If your event is entirely on the Mariners Trail, except for the portion of the event at the YMCA, then you can complete the shorter Mariners Trail Permit on the same webpage.* Completed application forms should be turned in to the Parks Office a minimum of 60 days in advance of the event, if possible. You can e-mail the application to me or fax it to (920) 686-6525 if you would like.

### CHANGES TO EQUIPMENT REQUESTS:

Please note that you can change any equipment requests at no charge up to the point where the application is approved. Once the application is approved, there is a \$50 non-waivable per change order fee to add or remove equipment. Requests to change equipment orders should be made to Brock Wetenkamp, Parks Planner, at [bwetenkamp@manitowoc.org](mailto:bwetenkamp@manitowoc.org) or (920) 686-6519 or to the Parks Office at [parksadmin@manitowoc.org](mailto:parksadmin@manitowoc.org) or (920) 686-3580.

### STREET CLOSURES: