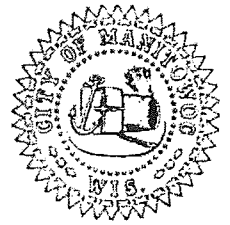




CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



DATE: June 29, 2018

TO: Alzheimer's Association, Greater Wisconsin Chapter
3313 S. Packerland Dr., Suite E
De Pere, WI 54115

RE: Mariner's Trail Special Use Trail Permit
September 15, 2018
Walk to End Alzheimer's

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 Wednesday, June 27, 2018.

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 mreedkadow@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,

A handwritten signature in cursive script, reading "Deborah Neuser".

Deborah Neuser
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
Karen Dorow, Business Manager

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/27/2018

EVENT NAME: Walk to End Alzheimer's

ORGANIZER: Alzheimer's Association - Laurie Schill

EVENT DATE: 9/15/2018

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Walk on the Maritime Trail from YMCA to Reed Ave. & back benefitting Alzheimer's Association

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	0
TOTAL DEPT. COSTS	0

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
(if delivery requested)	
WAIVED -ROOM TAX	0
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

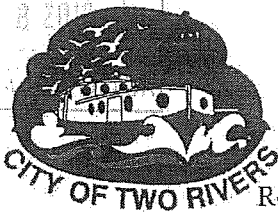
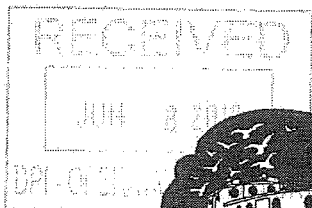
L. M. G.
[Signature]
Todd B.
R. B. B.
[Signature]

COUNCIL ACTION REQUIRED:

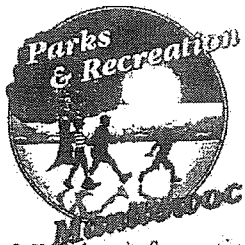
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ITEMS TO INCLUDE IN LETTER:

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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.

Day of / Event contact: Kate Kahler kmkahler@alz.org
Name: Laurie Schill Street Address: 3313 S. Packard Drive

City: De Pere State: WI Zip: 54115 Phone: 920-469-2110

Date of Event: September 15, 2018 Facilities Requested: Mariners trail from YMCA to Reed Ave.

Purpose of Application: walk to End Alzheimers Start time: 9:00 AM End time: 11:00 AM

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.

Laurie Schill 5.24.18
Signature of Permittee Date

Approved by Manitowoc Parks Department Manager Date

Approved by Two Rivers Parks & Recreation Director Date

walk begins at 9:30, YMCA to Reed Ave + back
100 to 150 people