

*Public Rec
10-20-14*

Special Events Request

14-2115

Autism Society of the Lakeshore
411 Reed Avenue
Manitowoc, WI 54420

Dear Officer Eckley;

The Autism Society of the Lakeshore is putting on the first annual Ugly Sweater 5k Run on **Saturday, November 15**. The goal of the Autism Society of the Lakeshore is to assist persons within the autism and their families and the communities in which they live through providing information and referral, advocacy, public awareness, educations and support. This event will help us raise awareness and financial support for our organization.

We have planned most of the 3.1 mile run on the Maritime Trail which will go out half way on the trail and turn back staying on the trail and then finishing behind the Best Western.

It will start in front of the Best Western Hotel on Maritime Drive where we will need police support for a very short duration of time approximately 15 minutes. We turn the runners onto the trail very quickly after they start (less than a half mile).

The time we would need your assistance would be **7:55 a.m.** to line the runners up. We start at 8 a.m. and then they would be off the street onto the trail by **8:10 a.m.** and we would not be using the street after that.

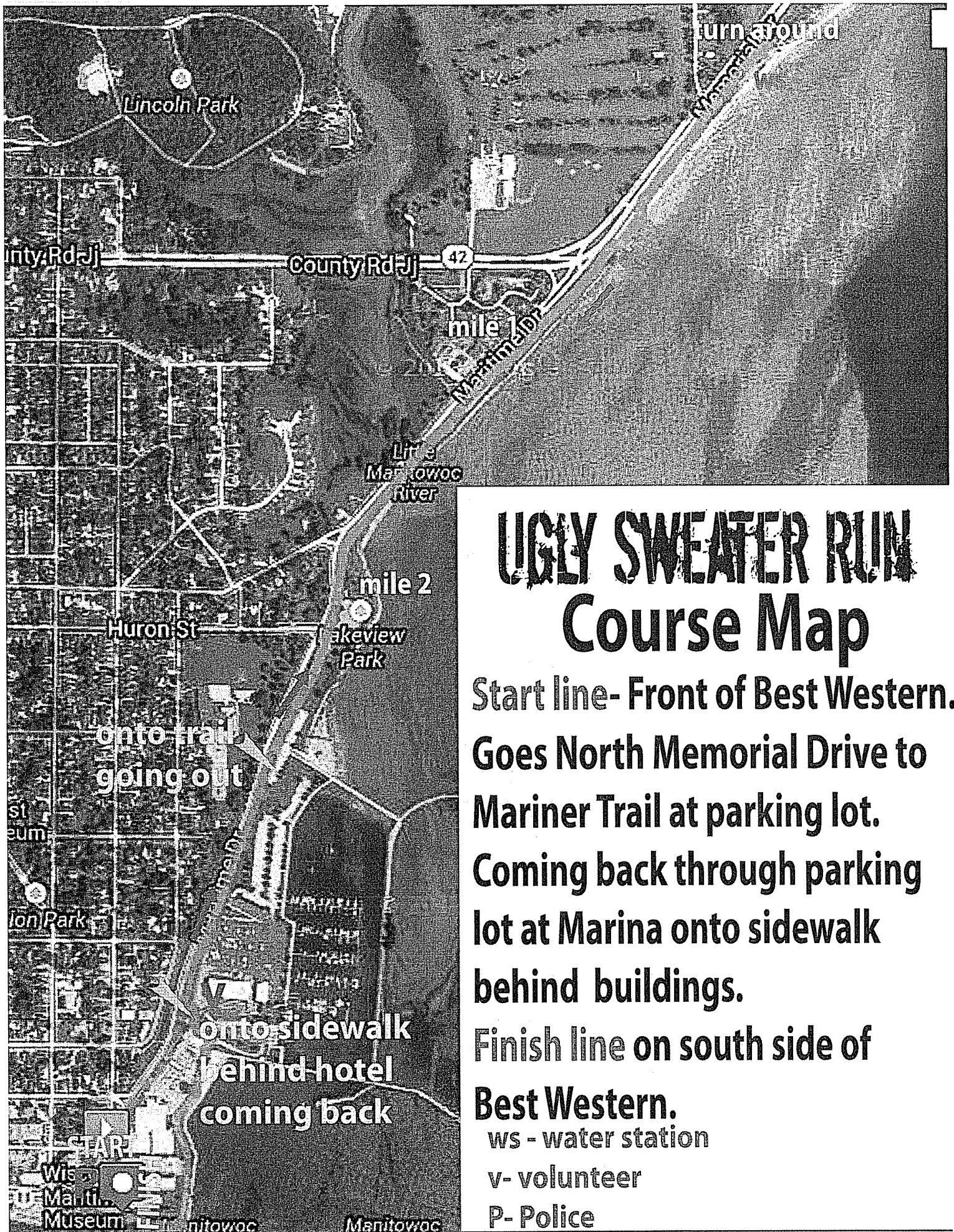
I have enclosed a map. Please feel free to contact me if you need anything else by email or at 920-562-1885. I will also be in contact with you the week before the event. Thank you for your time and consideration.

Sincerely yours,

Gloria West

Gloria West
Ugly Sweater Run
Race Director

cc: Public Infra-



UGLY SWEATER RUN Course Map

Start line- Front of Best Western.

Goes North Memorial Drive to
Mariner Trail at parking lot.

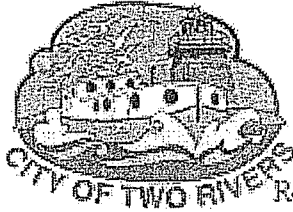
Coming back through parking
lot at Marina onto sidewalk
behind buildings.

Finish line on south side of
Best Western.

ws - water station

v- volunteer

P- Police



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: Gloria West/Autism Society Street Address: 411 Reed Ave

City: Manitowoc State: wi Zip: 54220 Phone: 920 562 1885

Date of Event: November 15 Facilities Requested: use Maritime trail

Purpose of Application: fun run for Autism Society of Lakeshore Start time: 8 a.m. End time: 9 a.m.

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.

Gloria West Oct 7, 2014
Signature of Permittee Date

[Signature] 10/14/14
Approved by Manitowoc Parks Department Manager Date

Approved by Two Rivers Parks & Recreation Director Date

Deborah Neuser

From: Steve Eckley
Sent: Tuesday, October 07, 2014 1:48 PM
To: Deborah Neuser
Cc: 'gloria@dustrun.com'
Subject: FW: Autism Society Ugly Sweater Run
Attachments: Autism Society of the Lakeshore Police.docx; ugly sweater run coursepdf.pdf

Greetings:

Attached is the information I received in regards to a 5k run which is being planned for Nov. 15th, 2014. Please run the information through the appropriate channels at City Hall. They would like to use the eastern most lane for the runners to run on from in front of the Best Western until the Fish Cleaning Station. If they were allowed to do that I would assume they would need some signage and cones. After that they will be on the Mariner's Trail. I believe they already have permission to use the Mariner's Trail. Let me know if you have any questions or contact Gloria West directly.

Thanks,

Steve E.

From: gloria west [<mailto:gloria@dustrun.com>]
Sent: Friday, October 03, 2014 11:46 AM
To: Steve Eckley
Subject: Autism Society Ugly Sweater Run

Hello Officer Eckley.

Here is the information I spoke about with you on the phone yesterday. Please let me know if you will need anything else from us.

Thank you,
Gloria West
Community Director
DuTriRun.com
1521 Silver Maple Drive
De Pere, WI 54115
920-562-1885

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This email was Anti Virus checked by Astaro Security Gateway. <http://www.sophos.com>

RE: Ugly Sweater SK Run - 11-15-14

REVIEWING DEPARTMENT RECOMMENDATION

Department to complete the form and return to the City Clerk ASAP, but not later than 14 days.

Your request was acted upon in accordance with the contents of this application with the following conditions

PARKS
(683-4537)

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

POLICE
(686-6500)

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

FIRE
(686-6500)

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____

DPW
(683-4550)

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date ____/____/____