

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/28/2016

EVENT NAME: Two Rivers Optimist Walk

ORGANIZER: Two Rivers Optimist Group

EVENT DATE: 6/21/2016

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Walk on Mariners Trail from lighthouse to the wayside

**ESTIMATED CITY COSTS:**

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	0
TOTAL CITY COSTS	0

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
GRAND TOTAL	

COMMITTEE CONCERNS: *Event is over.*

**COMMITTEE DECISION:**

APPROVE

DENY

*Matthew McDonald*  
*SECRETARY*  
*[Signature]*  
*[Signature]*

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



RECEIVED  
 JUN 16 2016  
 OPERATIONS DIVISION

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: Two Rivers Optimist Street Address: P.O. Box 181

City: T. R State: WI Zip: 54241 Phone: 973-9840 (Monty)

Date of Event: 06-21-16 Facilities Requested: from Lighthouse to

Purpose of Application: Walk Start time: 1:00 pm End time: 8:00 pm  
wayside

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 of Permittee	Date
<u>Judy Borchert</u>	<u>06-15-16</u>
Approved by Parks & Recreation Director (s)	Date
<u>[Signature]</u>	<u>6-16-16</u>
Approved by Parks & Recreation Director (s)	Date

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

Faxed  
 -R 6/16/16