



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



DATE: June 30, 2016

TO: Hailey Gallagher
205 Jessie St.
Two Rivers, WI 54241

RE: Mariner's Trail Special Use Trail Permit
22 with 22 for 22 Charity Walk
August 6, 2016

Your request for Mariner's Trail Special Use Trail Permit as outlined above, was acted upon by the Special Event Committee at the meeting of June 28, 2016.

At said meeting, the Committee approved your 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.

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,

Jennifer Hudon
City Clerk

JH:dan

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager





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: Hailey Gallagher Street Address: 205 Jessie St
 City: Two Rivers State: WI Zip: 54241 Phone: 9209052636
 Date of Event: Aug 6, 16 Facilities Requested: Mariners Trail *Meshotta Park - Toy MCA*
 Purpose of Application: Charity Walk Start time: 9 AM End time: -
22 with 22 for 22 (veterans motorcycle group to receive funds)
 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.

Hailey Gallagher 04-29-2016
 Signature of Permittee Date

[Signature] 06-15-16
 Approved by Parks & Recreation Director (s) Date

[Signature] 6-23-16
 Approved by Parks & Recreation Director (s) Date

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

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/28/2016

EVENT NAME: 22 with 22 for 22 Charity Walk

ORGANIZER: Hailey Gallagher

EVENT DATE: 8/6/2016

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Walk on Mariners Trail from TR to YMCA

ESTIMATED CITY COSTS:

| | |
|------------|---|
| POLICE | 0 |
| FIRE | |
| PARKS | 0 |
| RECREATION | |
| STREETS | 0 |
| TOTAL | 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:

COMMITTEE DECISION:

APPROVE

DENY

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER: