

CITY OF MANITOWOC

WISCONSIN, USA www.manitowoc.org



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,

Denufer Hudon

Jennifer Hudon

City Clerk

JH:dan

CC:

Chief of Police Nick Reimer

Fire Chief Todd Blaser

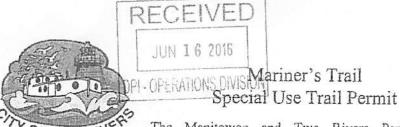
Randy Junk, Operations Division Mgr. (Streets)

Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)

Karen Dorow, Business Manager









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: Tally Callagher Street Address: 205 Jessie St
City: TWO RIVEYS State: WI Zip:54841 Phone: 920905210310
Date of Event: ALA CO. 10 Facilities Requested: MAYINEYS Trail Neshotha
Purpose of Application: Charity Walkstart time: AAM End time:
Will alcoholic beverages be served? I Yes XNo if yes, what type? funds)
(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	s contained in this agreement.
Signature of Permittee	Date
Approved by Parks & Recreation Director (s)	Date 10-23-110
Approved by Parks & Recreation Director (s)	Date
cc: Two Rivers and Manitowoc PD FD Di	PW 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:	ESTIMATED EVENT HOLDER CHARGES:
POLICE	0 LATE APPL. FEE (<60 days)
FIRE	STAKE PERMIT
PARKS	0 DELIVERY CHARGES
RECREATION	(if delivery requested)
STREETS	0 TOTAL E.H. CHARGES 0
TOTAL	0
	GRAND TOTAL
COMMITTEE CONCERNS:	
COMMITTEE DECISION:	
APPROVE	DENY
Martau MM McDa	ut
Hatitus MMCha	
SCA DIATEME	
1	eW.
	张 原
COUNCIL ACTION REQUIRED:	
ITEMS TO INCLUDE IN LETTER:	
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