

CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



DATE: January 25, 2016

TO: Ann Juza
Manitowoc Public Library
707 Quay St.
Manitowoc, WI 54220

RE: Mariner's Trail Special Use Trail Permit
August 20, 2016
Library to Library Walk

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 Monday, January 18, 2016.

At said meeting, the Committee granted your request..

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



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/18/2016

EVENT NAME: Library to Library Walk

ORGANIZER: Manitowoc Public Library - Anne Juza

EVENT DATE: 8/20/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Walk on Mariners Trail from Manitowoc Public Library to Two Rivers Public Library

ESTIMATED CITY COSTS:

STREETS	
PARKS	0
RECREATION	
FIRE	0
POLICE	0
TOTAL	0

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY


TMB
SC

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



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: Alice Jaza Street Address: 707 Quay Street
 City: Manitowoc State: WI Zip: 54220 Phone: 688-3036
 Date of Event: 8/20/2016 Facilities Requested: None - Just the Trail
 Purpose of Application: Library Walk Start time: 9:30 am End time: Noon
 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)

Manitowoc Public Library Friends of MPL

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.

Alice Jaza 10/28/15
 Signature of Permittee Date
Karen Olson 1-6-15
 Approved by Manitowoc Parks Department Manager Date
Judy Goodchild 1-8-16
 Approved by Two Rivers Parks & Recreation Director Date