



# PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information listed on the back of this form)

Menasha Parks & Recreation Department  
140 Main Street  
Menasha, WI 54952-3190

Questions? Call: 967-3640  
8:00 AM - 4:00 PM Monday - Friday  
Office Location: 2nd Floor, City Hall

Group Name or Sponsor of Event: COMMUNITY FORWARD INC. Date of Event: JULY 24-25-09  
Event Coordinator: JAMES TAYLOR / OTTO GRUWICKI Daytime Telephone: 725-4857  
Address: ~~210 BR~~ 180 PO MENASHA Home Telephone: \_\_\_\_\_

Time of Event: From 11 AM to 11 PM Group Size: \_\_\_\_\_ Fees: (see attached page)

Does your group qualify for resident rates? \_\_\_\_\_ No  Yes (City of Menasha, Neenah, Appleton & Town of Menasha residents only)

Do you plan to consume beer or wine? \_\_\_\_\_ No  Yes (Fill out permit below - see #5, page 3)

Do you plan to sell beer or wine? \_\_\_\_\_ No  Yes (You will need **more** than a Beer Permit, see #6, page 3)

Certificate of Insurance needed? \_\_\_\_\_ No  Yes (For tournaments, public events, rides, etc. - see #4, page 3)

Are you planning "kiddie" rides or other amusements? \_\_\_\_\_ No \_\_\_\_\_ Yes (Carnival Permit required, contact City Clerk)

Do you plan to have an amplified sound system? \_\_\_\_\_ No  Yes (See #12, page 3) Describe: BANDS

Parks & Recreation Board approval needed? \_\_\_\_\_ No  Yes (When selling beer and multi-day events, contact Director)

Building Keys Needed? \_\_\_\_\_ No  Yes (usually for kitchen use, available during normal business hours only. City Hall closes at 4:00 p.m.)

| Facility<br>(circle all that apply)   |   |
|---|---|
| <b>Jefferson</b><br><input checked="" type="checkbox"/> Pavilion <input checked="" type="checkbox"/> Kitchen <input checked="" type="checkbox"/> West Shelter <input checked="" type="checkbox"/> East Shelter <input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool<br>Picnic Area # _____ Diamond(s) <u>EAST SOUTH + WEST</u> |   |
| <b>Smith</b><br>Pavilion    Kitchen    Wedding/Garden (100 benches available)<br>Diamond/Field _____  | <b>Memorial Building</b><br>(pre-wedding ceremony only)<br>Start Time: _____<br>End Time: _____ |
| <b>Hart</b><br>Shelter    Diamond/Field _____   | <b>Clovis</b><br>Shelter    Diamond/Field _____   |
| <b>Koslo</b><br>Shelter    Diamond/Field _____  | <b>Pleasants</b><br>Diamond/Field _____   |
| <b>Barker Farm</b><br>Shelter    Diamond/Field _____  | <b>Curtis Reed Square</b><br><br><b>Shepard</b><br>Diamond/Field _____                          |

Office Notes: \_\_\_\_\_

2/5/09 - Received. To Brian for review of charges. (RH)

3-25-09 talker with JAMES MAY 11

Tom Cant 729-6680

3/26/09 - copy to PD for their records. (RH) send over KICKSALL

Daniel Glass 414-617-7089 cell

| OFFICE USE ONLY |             |
|-----------------|-------------|
| Facility Fee:   | \$ _____    |
| User Fee:       | \$ _____    |
| Area Fee:       | \$ _____    |
| Beer Permit:    | \$ _____    |
| Total:          | \$ _____    |
| Receipt #       | _____       |
| Permit #        | <u>2073</u> |

# HOLD HARMLESS AGREEMENT

I, JAMES TAYLOR (person in charge), agree and bind COMMUNITY FORWARD INC. OTTO GRUNSKY (group name)

to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence.

I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks.

Signature: [Signature]

Date: 2-5-09

## BEER PERMIT For Consumption Only!

*Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit (See #6 on page 3)*

The below named assumes responsibility for exercising control over attendees behavior at the event. **This person or designee must be present for the duration of the event.** The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

Permittee Name: (print) TAYLOR JAMES R Last First M.I. DOB: 11-6-52

Address: 340 BROAD ST. Phone: 723-4857

Area that beer and/or wine can be consumed: ALL

Signature: [Signature]

Permittee has read list of City ordinances pertaining to alcohol  Yes Dept. Initials \_\_\_\_\_

### 2008 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

| Pavilion/Shelter Fees   | Resident      | Non-Resident  |
|---|---------------|---------------|
| <b>Jefferson Park</b>   |               |               |
| Large Pavilion  | \$ 50.00      | \$ 80.00      |
| Kitchen*  | 30.00         | 50.00         |
| West Shelter  | 35.00         | 55.00         |
| East Shelter*   | 20.00         | 40.00         |
| Launch Shelter  | 15.00         | 32.00         |
| Picnic Area #3 & #5 with electric   | 20.00         | 40.00         |
| Wedding   | User Fee Only | User Fee Only |
| Pool Rental (1 hour)  | 100.00        | 110.00        |
| <b>Smith Park</b>   |               |               |
| Pavilion  | 45.00         | 70.00         |
| Kitchen*  | 30.00         | 50.00         |
| Wedding Set-Up**  | 90.00         | 135.00        |
| Memorial Building (pre-ceremony only)   | 10.00/hour    | 10.00/hour    |
| <b>Hart Park Shelter*</b>   | 25.00         | 45.00         |
| <b>Clovis Grove Shelter</b>   | 20.00         | 40.00         |
| <b>Koslo Park Shelter</b> (no electric)   | 20.00         | 40.00         |
| <b>Barker Farm Park Shelter</b>   | 25.00         | 45.00         |
| <b>Curtis Reed Square</b>   | 20.00         | 40.00         |
| <b>Beer Permit</b> (Jefferson and Koslo only)   | 4.00          | 4.00          |
| <b>Amplifier w/microphone</b> (per event/season)<br>(Jefferson East/West Diamonds only) | 20.00         | 20.00         |
| <b>Jefferson Volleyball Courts N &amp; S</b>  | 5.00          | 5.00          |
| <i>Koslo, Municipal Beach, Smith Park VB Courts</i>                                     | NC            | NC            |
| <b>Soccer Fields</b>  | 8.00/hour     | 8.00/hour     |
| <b>Koslo Baseball Diamonds</b>  |               |               |
| Without Lights  | 12.00/hour    | 12.00/hour    |
| With Lights   | 20.00/hour    | 20.00/hour    |
| <b>Softball Diamonds</b>  |               |               |
| Without Lights  | 8.00/hour     | 8.00/hour     |
| With Lights   | 15.00/hour    | 15.00/hour    |
| <b>Building/Shelter Key Deposit</b>   | 20.00         | 20.00         |

### 2008 PARK USER FEES

Groups that reserve park shelters or picnic areas are subject to the following user fees:

| Persons in Attendance | Resident  | Non-Resident |
|-----------------------|-----------|--------------|
| 1 - 20                | No Charge | \$ 11.00     |
| 21 - 75               | \$ 24.00  | 36.00        |
| 76 - 150              | 42.00     | 60.00        |
| 151 - 300             | 79.00     | 102.00       |
| 301 - 600             | 134.00    | 162.00       |
| 601 - 1,100           | 240.00    | 275.00       |
| 1,101 - 2,000         | 360.00    | 400.00       |
| 2,001 & up            | 480.00    | 525.00       |

\* Indicates need for key

\*\* Includes use of pavilion whether used or not, also includes 100 benches; average 2-3 adults per bench. Final arrangements made through Park Superintendent (967-5153).



# Special Events Planning Worksheet

| Information Request   | Event Coordinator Response                 | Police Dept<br>Notes/Stipulations |
|---|--|-----------------------------------|
| Event Name  | OTTO GRUINSKI                              |                                   |
| Date(s) of event  | JULY 24 + 25 2009                          |                                   |
| Time of Event including set-up and takedown   | 8AM - 11:30 PM                             |                                   |
| Actual start of event   | 11AM <del>8AM</del>                        |                                   |
| Contact Person/People   | JAMES TAYLOR 725-4857                      |                                   |
| Cellular phone if available for contact   | TBD  |                                   |
| Is event open to the public?  | YES  |                                   |
| Total # of anticipated attendance   |  |                                   |
| Number of Security personnel or chaperones provided   | COMMITTEE VOLUNTEERS                       |                                   |
| What does your event offer?   | MUSIC GAMES BASEBALL                       |                                   |
| Where will event be Park/location in park   | JEFFERSON EASTWESTSOUTH FIELDS<br>PAVILION |                                   |
| Will alcohol be served/sold?  | YES  |                                   |
| If alcohol is present, Will you be using fencing or <u>wristbands</u> to control for underage drinking? |  |                                   |
| Will there be amplified music at event/by who?  | YES ?                                      |                                   |
| Additional notes/details  |  |                                   |

For Menasha Police Department Use Only

Date received \_\_\_\_\_ by Lt \_\_\_\_\_ action \_\_\_\_\_

Notes \_\_\_\_\_

Rev09-15-05

## Kristi Heim

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**From:** Brian Tungate  
**Sent:** Wednesday, March 25, 2009 2:41 PM  
**To:** Kristi Heim  
**Subject:** FW: Grunski

Attach this to James's app. I am giving back. Thanks

-----Original Message-----

**From:** Brian Tungate  
**Sent:** Wednesday, March 25, 2009 2:36 PM  
**To:** 'jamestaylor04@tds.net'  
**Subject:** Grunski

James: Kickball league guy in Daniel Glass, cell is 414-617-2009  
Terry Gant's number I think is 729-6180. He may or may not still have floating dock sections from his old Optimist Paddling Center  
Just to confirm, I have you down for the May 11 Park Board meeting. I would like to meet with you at least a couple weeks before the meeting to see a map and outline for the event, so we can begin to determine fees. We will invoice you after the event, but we need to know what the fees will be for the May 11 meeting.

# MENASHA RIVER-FEST / 39<sup>TH</sup> ANNUAL OTTO GRUNSKI FESTIVAL, "SMOKE ON THE WATER" - JEFFERSON PARK

## July 24 2009

### **Friday Evening - 5:00 to 10:00 p.m.**

- Food: Chicken, Brats, Hamburgers, Corn, Ice Cream
- Refreshments: Beer, Pop, Wine, Water, Dessert, Kettle Corn?
- Menasha Water Park Hours
- Famous Dave's Rib Cook-Off: 5:00 - 10:00 p.m.
- Kickball Tournament - West Diamond: 5:00-6:00-7:00-8:00-9:00 p.m.
- Music: \_\_\_\_\_ 6:00 p.m. to 10:00 p.m. (Generator)
- (Security) 11:00 p.m. - 7:00 a.m.

## July 25, 2009

### **Saturday - 8:00 a.m. to 10:00 p.m.**

- Food: Chicken, Brats, Hamburgers, Corn, Ice Cream
- Refreshments: Beer, Pop, Wine, Water, Dessert, Kettle Corn?
- Menasha Water Park Hours
- Moped Rally & Ride: 10 AM - 4 PM
- Antique Bicycle Rally & Show: 9:00 AM - 4 PM
- Kid's Inflatable Playground Equipment: 9:00 AM - 10:00 PM
- Dog Agility Contest / Show: 8:00 a.m. - 2:00 p.m.  
Dog Jump: \_\_\_\_\_
- Kickball Tournament - West Diamond: 10:00-11:00 a.m. to 8:00 p.m.
- Children Sprint Bike Race:  
Ages 4-6, 6-8, 8-10, 10-12 11:00 a.m.
- Famous Dave's Rib Cook-Off: 11:00 a.m. - 10:00 p.m.
- Kayak Demonstrations: 11:00 a.m. - 4:30 p.m.  
Kayak Race: \_\_\_\_\_  
Kayak Water Polo: \_\_\_\_\_
- Music: \_\_\_\_\_ 1:00 p.m. - 4:30 p.m.  
\_\_\_\_\_ 6:00 p.m. - 10:00 p.m.
- WebFooters Water Shi Show 4:30 p.m. - 6:00 p.m.
- Duck Race?

