



# 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: 1st Annual Jaime Schwerin Softball Tournament Date of Event: June 26-28th 2009  
Event Coordinator: Shawn Pitsch + Tori Whitlinger Pitsch Daytime Telephone: (920) 378-1392  
Address: 121 Stanley Street Home Telephone: (920) 725-5555  
Time of Event: From PM June 26th to Afternoon before 2:00 on June 28th Group Size: 16-25 Teams Fees: (see attached page) 4-725-5533

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) NICK HUEBERT  
Do you plan to sell beer or wine?  No  Yes (You will need more than a Beer Permit, see #6, page 3) SHAWN PITTSCH  
Do you plan to sell food to the public?  No  Yes (You will need a Temporary Food Permit, see #13, page 3) JAIME SCHWERIN  
Certificate of Insurance needed?  No  Yes (For tournaments, public events, rides, etc. - see #4, page 3) CONCERN  
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: Just microphone to call games  
Do you plan to set up tent(s) for the event?  No  Yes (See #9, page 3) Just if it sprinkles (rain)  
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 - see #10, page 3) Fountain Fund

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

Office Notes: Jaime passed away of  
a short and painful battle  
of bone cancer on Feb. 28,  
2009. He was only 34,  
only diagnosed 8 months  
ago. So very sad! He lost  
his father here in Neenah at  
Neenah YMCA on racquetball  
court of a massive heart attack in 1981.  
Steve Schwerin (Jaime's dad) is in heaven.

OFFICE USE ONLY	
Facility Fee: \$	_____
User Fee: \$	_____
Area Fee: \$	_____
Beer Permit: \$	_____
Total: \$	_____
Receipt #	_____
Permit #	_____

**HOLD HARMLESS AGREEMENT**

I, Tori Whitlinger Pitsch, agree and bind Jaime Schwerin Softball Tournament Event  
(person in charge) (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: Vivona Whitlinger Pitsch Date: 4-6-09

**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) Pitsch Whitlinger Tori W. DOB: 9-18-75  
 Address: 121 Stanley Street Last First Menasha WI 54956 M.I. Phone: 920-725-5555

Area that beer and/or wine can be consumed: ball diamonds

Signature: Vivona Whitlinger Pitsch

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

**2009 PARK FACILITY RENTAL**

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

<u>Pavilion/Shelter Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
<b>Jefferson Park</b>		
Large Pavilion	\$ 55.00	\$ 85.00
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)	110.00	110.00
<b>Smith Park</b>		
Pavilion	50.00	75.00
Kitchen*	30.00	50.00
Wedding Set-Up**	100.00	145.00
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 (no electric)</b>	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 (Jefferson and Koslo only)</b>	4.00	4.00
<b>Tent Permit (when Diggers Hotline is called)</b>	10.00	12.00
<b>Amplifier w/microphone (per event/season)</b>	20.00	20.00
<small>(Jefferson East/West Diamonds only)</small>		
<b>Jefferson Volleyball Courts N &amp; S</b>	5.00	5.00
<small>Koslo, Municipal Beach, Smith Park VB Courts</small>	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

**2009 PARK USER FEES**

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

<u>Persons in Attendance</u>	<u>Resident</u>	<u>Non-Resident</u>
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 (967-3642).