



# 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: Jazz Corner Society Date of Event: 9/5-6/09  
Event Coordinator: Kristin J Masarik Daytime Telephone: 920-277-0052  
Address: 1617 W. New York Ave #4, Oshkosh WI 54901 Home Telephone: ---

Time of Event: From 12noon to dusk Group Size: 2,000-4000 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: Stage w/ sound reinforcement

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 (circle all that apply)	
<b>Jefferson</b> Pavilion <input checked="" type="checkbox"/> Kitchen <input checked="" type="checkbox"/> West Shelter <input type="checkbox"/> East Shelter <input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool <input type="checkbox"/> Picnic Area # <u>5</u> Diamond(s) _____	
<b>Smith</b> Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> Wedding/Garden (100 benches available) <input type="checkbox"/> Diamond/Field _____	<b>Memorial Building</b> (pre-wedding ceremony only) Start Time: _____ End Time: _____
<b>Hart</b> Shelter <input type="checkbox"/> Diamond/Field _____	<b>Clovis</b> Shelter <input type="checkbox"/> Diamond/Field _____
<b>Koslo</b> Shelter <input type="checkbox"/> Diamond/Field _____	<b>Pleasants</b> Diamond/Field _____
<b>Barker Farm</b> Shelter <input type="checkbox"/> Diamond/Field _____	<b>Shepard</b> Diamond/Field _____
<b>Curtis Reed Square</b>	

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

Need to set-up meeting closer to event to discuss details. We will only allow for a few # of vehicles on the grass this year.

### OFFICE USE ONLY

Facility Fee: \$ \_\_\_\_\_

User Fee: \$ \_\_\_\_\_

Area Fee: \$ \_\_\_\_\_

Beer Permit: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

Permit # \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

I, Kristin Masarik (person in charge), agree and bind Jazz Corner Society (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 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: Kristin Masarik Date: 2/2/09

**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) Masarik Kristin J 9/2/77 DOB: 9/2/77  
 Address: 1617 W. New York Ave #4, Oshtosh M.I. J Phone: \_\_\_\_\_

Area that beer and/or wine can be consumed: \_\_\_\_\_

Signature: Kristin Masarik

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 (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>Amplifier w/microphone (per event/season)</b>	20.00	20.00
<i>(Jefferson East/West Diamonds only)</i>		
<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 Notes/Signatures
Event Name	Fox Jazz Fest	
Date(s) of event	9/5-6/2009	
Time of Event including set-up and takedown	9/4 9/5 9/6 9AM-9PM	
Actual start of event	9/5 - 12 noon	
Contact Person/People	Kristin Masarik	
Cellular phone if available for contact	920-277-0052	
Is event open to the public?	yes	
Total # of anticipated attendance	2,000 - 4,000	
Number of Security personnel or chaperones provided	we will work w/ Menasha Aux Police to determine	
What does your event offer?	food, free music, beer, art,	
Where will event be Park/location in park	Jefferson park	
Will alcohol be served/sold?	yes	
If alcohol is present, Will you be using fencing or wristbands to control for underage drinking?	wrist bands, card every person	
Will there be amplified music at event/by who?	yes, Taurus Productions	
Additional notes/details		

For Menasha Police Department Use Only		
Date received _____	by Lt _____	action _____
Notes _____		
_____		
Rev09-15-05		



