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: MENASHA ACTION COUNCIL Date of Event: JUNE 20 2009

Event Coordinator: Paul P. Brunette Daytime Telephone: 920-886-9989

Address: 226 Main St. Menasha Home Telephone: ↓

Time of Event: From 9am to 10.30pm **Group Size:** 350-400 **Fees:** *(see attached page)*

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

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

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

Do you plan to sell food to the public? ____ **No** X **Yes** (You will need a Temporary Food Permit, see #13, page 3)

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

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

Do you plan to have an amplified sound system? ____ **No** X **Yes** (See #12, page 3) Describe: CITY STAGE ON SQUARE

Do you plan to set up tent(s) for the event? ____ **No** ____ **Yes** (See #9, page 3)

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

Building Keys Needed? ____ **No** ____ **Yes** (Usually for kitchen use – see #10, page 3)

Facility
(circle all that apply)

Jefferson
Pavilion *Kitchen* *West Shelter* *East Shelter* *Launch Shelter* *Pool*
Picnic Area #____ *Diamond(s)* _____

Smith
Pavilion *Kitchen* *Wedding/Garden (100 benches available)*
Diamond/Field _____

Memorial Building
(pre-wedding ceremony only)
Start Time: _____
End Time: _____

Hart
Shelter *Diamond/Field*

Clovis
Shelter *Diamond/Field*_____

Barker Farm
Shelter *Diamond/Field*

Koslo
Shelter *Diamond/Field*_____

Pleasants
*Diamond/Field*_____

Shepard
Diamond/Field _____

Curtis Reed Square + MARINA TERRACE ALONG MAIN ST.

Office Notes: _____

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Continued →

OFFICE USE ONLY

Facility Fee: $ 20.00
User Fee: $ 134.00
Area Fee: $ _____
Beer Permit: $ 4.00
Total: $ 158.00
Receipt # _____
Permit # _____

HOLD HARMLESS AGREEMENT

I, Brian Julius (person in charge), agree and bind MENASHA ACTION COUNCIL (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: _____ Date: 5-6-09

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) Julius (Last) Brian (First) R. (M.I.) DOB: 5-4-92

Address: 1300 Running St. Menasha, WI 54952 Phone: 720-9414

Area that beer and/or wine can be consumed: Event Grounds

Signature: _____

Permittee has read list of City ordinances pertaining to alcohol X Yes Dept. Initials _____

2009 PARK FACILITY RENTAL

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

Pavilion/Shelter Fees		Resident	Non-Resident
Jefferson Park			
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
Smith Park			
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
Hart Park Shelter*		25.00	45.00
Clovis Grove Shelter		20.00	40.00
Koslo Park Shelter (no electric)		20.00	40.00
Barker Farm Park Shelter		25.00	45.00
Curtis Reed Square		20.00	40.00
Beer Permit (Jefferson and Koslo only)		4.00	4.00
Tent Permit (when Diggers Hotline is called)		10.00	12.00
Amplifier w/microphone (per event/season)		20.00	20.00
(Jefferson East/West Diamonds only)			
Jefferson Volleyball Courts N & S		5.00	5.00
Koslo, Municipal Beach, Smith Park VB Courts		NC	NC
Soccer Fields		8.00/hour	8.00/hour
Koslo Baseball Diamonds	Without Lights	12.00/hour	12.00/hour
	With Lights	20.00/hour	20.00/hour
Softball Diamonds	Without Lights	8.00/hour	8.00/hour
	With Lights	15.00/hour	15.00/hour
Building/Shelter Key Deposit		20.00	20.00

* *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).*

2009 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