



# PARK FACILITY RESERVATION FORM AND BEER PERMIT

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

Form A

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, Inc. Date of Event: 9/2 - 9/4  
Event Coordinator: Jessica Boor Daytime Telephone: 920-299-5703  
Address: 1630 E. Longview Dr. Apt. 7, Appleton WI 54911 Home Telephone: \_\_\_\_\_

Time of Event: From \_\_\_\_\_ to \_\_\_\_\_  
Group Size: 2001 sup Fees: (see attached page)  
No more than 1500 at event at any time  
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, page 2 - 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)

Do you plan to sell food to the public?  No  Yes (You will need a Temporary Food Permit, see #13, 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: \_\_\_\_\_

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

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)

## Facility (circle all that apply)

**Jefferson** *only if you will let us have for lowest rate.*  
 Pavilion  Kitchen  West Shelter  East Shelter  Launch Shelter  Pool  
 Picnic Area # 5  Diamond(s) \_\_\_\_\_

**Smith**  
 Pavilion  Kitchen  Wedding/Garden (80 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**  **Trestle Trail**

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

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

## HOLD HARMLESS AGREEMENT

I, Matthew J. Koffan, agree and bind Jazz Corner Society, Inc.  
(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: Matthew J. Koffan Date: 4/28/2011

## 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) Koffan Matthew J DOB: 2/12/59  
Last First M.I.  
 Address: 3415 Commerce Ct Appleton, WI 54911 Phone: 920-562-9061  
 Area that beer and/or wine can be consumed: Park Area #5  
 Signature: Matthew J. Koffan  
 Permittee has read list of City ordinances pertaining to alcohol  Yes Dept. Initials \_\_\_\_\_

### 2011 PARK FACILITY RENTAL

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

Pavilion/Shelter Fees	Resident	Non-Resident
<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)	115.00	115.00
<b>Smith Park</b>		
Pavilion	50.00	75.00
Kitchen*	30.00	50.00
Wedding Set-Up**	200.00	250.00
Memorial Building (pre-ceremony only)	10.00/hour	10.00/hour
<b>Hart Park Shelter*</b>	25.00	45.00
<b>Clovie 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>	5.00	5.00
<b>Amplifier w/microphone (per event/season)</b> (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 (with/without lights)</b>	75/game	75/game
<b>Softball Diamonds (with/without lights)</b>	15/game	15/game
<b>Building/Shelter Key Deposit</b>	20.00	20.00

### 2011 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	\$ 5.00	\$ 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 80 benches. Final arrangements made through Park Superintendent (967-3642).

**For 2012 only 50 benches will be available for use.**

# City of Menasha Special Event Permit Application

Name of Event: Fox Jazz Fest

Start Date: ~~4/~~ 9/2/11 <sup>Set-up</sup> End Date: 9/4/11

Start Time: 1:00 PM End Time: 8:00 PM for clean-up

Name of Organization Hosting Event: Jazz Corner Society, Inc.

Event Representative: Matthew J. Kaftan

Address: 3415 Commerce Ct. Appleton, WI 54911

Daytime Phone: 920-749-2787 Cell Phone: 920-562-9061

Email address: mkaftan@kaftanlawllc.com

Name of Person, Group, Club or Organization to be invoiced: Jazz Corner Society, Inc.

Address: c/o Matthew Kaftan

Daytime Phone: 920-749-2787 Cell Phone: 920-562-9061

Estimated Attendance at event: 3,000 to 5,000 total for two days

Will there be amplified/outdoor music: yes

Will alcoholic beverages be served and/or sold: yes

Will your event require street closure? limit activity in park as in prior years

Please list all activities that may be part of your event: jazz concert,

food sales by independent vendors, and beer/wine

sales. Also will sell non-alcoholic beverages. We

may also have a tent for sales of Jazz Fest shirts

and hats.

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10

Application Date: 5/2/2011

Town Village City of Menasha County of Winnebago

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stat.

at the premises described below during a special event beginning 9/3/2011 and ending 9/4/2011 and agrees to comply with all law, resolution, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name Jazz Corner Society, Inc.

(b) Address 3415 Commerce Ct. Appleton, WI 54911

(c) Date organized 10/17/1997

(d) If corporation, give date of incorporation 10/17/1997

(e) Names and addresses of all officers:

President Brad Curran, 1522 North Main Street, Oshkosh, WI 54901

Vice President Lori Lacey 10110 E. Green Tree Ct. Appleton, WI 54915

Secretary Lori Lacey

Treasurer Matthew Kattan 756 Swan Rd. DePere, WI 54115

(f) Name and address of manager or person in charge of affair: Jessica Boor 1630 E. Longview Dr. Apt. 7 Appleton, WI 54911

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number Jefferson Park

(b) Lot Block Picnic Area #5

(c) Do premises occupy all or part of building? Picnic Area #5

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. NAME OF EVENT

(a) List name of the event Fox Jazz Fest

(b) Dates of event 9/2/2011 setup 9/3/2011 - 9/4/2011

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Jazz Corner Society, Inc. (Name of Organization)

Officer (Signature/date)

Officer Matthew J. Kattan Treasurer (Signature/date)

Officer (Signature/date)

Officer (Signature/date)

Date Filed with Clerk

Date Reported to Council or Board

Date Granted by Council

License No.

## ADDITIONAL INFORMATION

### May be Granted and Issued only to:

- (1) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.

### Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

#### Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

#### "Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Publication: Not required.

**Fee:** Not to exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

**Duration:** The day, or consecutive days, that the specified event is in progress.

### Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society or veterans' post in any 12 month period.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

**NOTE:** Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.

**Addendum to Application for Temporary Class "B"/"Class B" Retailer's License**

Telephone number of person in charge 920-209-5703

Type of Organization 501(c)(3) Non-profit

*\*Attach proof of 501(c)(3) non-profit status, copy of bylaws or purpose for the organization, and information about the holding of regular meetings.*

Length of time organization has been in existence Since 1997

Type of activity planned Jazz Festival

Dates and times of event 9/2/2011 set-up 9/3/2011 - 9/4/2011

Estimated attendance 3,000 - 5,000 - No more than 1,500 at any one time

Age range of attendees 0 - 90

Was the same event held in the past? Yes  No  (please check)

If yes:

When ~~Jefferson~~ Labor day weekend every year

Where Jefferson Park

Police contact? Yes  No  (please check) Not that I am aware of

List any problems that occurred None  
that I am aware of.

**Failure to complete this form/addendum in its entirety may result in the denial of your license application.**