



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: Steve Krueger Date of Event: 5-7-2011
 Event Coordinator: Steve Krueger Daytime Telephone: 920-809-0636
 Address: 943 Clouis Ave Home Telephone: 920-809-0636

Time of Event: From 9am to 7pm Group Size: over 5,000 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, 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: Maybe
- 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 Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> West Shelter <input type="checkbox"/> East Shelter <input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool <input type="checkbox"/> Picnic Area # <input type="checkbox"/> Diamond(s) <input type="checkbox"/>	4/6/11 2 DAY Event ADULTS
Smith Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> Wedding/Garden (80 benches available) Diamond/Field <input type="checkbox"/> <u>MARINA</u> DURING SITE VISIT	Memorial Building (pre-wedding ceremony only) Start Time: _____ End Time: _____
Hart Shelter <input type="checkbox"/> Diamond/Field <input type="checkbox"/> <u>SPACE TOO</u>	Clovis Shelter <input type="checkbox"/> Diamond/Field <input checked="" type="checkbox"/>
Koslo Shelter <input type="checkbox"/> Diamond/Field <input type="checkbox"/>	Pleasants Diamond/Field <input type="checkbox"/> <u>Vendor set up</u>
Curtis Reed Square	Marina Terrace
Barker Farm Shelter <input type="checkbox"/> Diamond/Field <input type="checkbox"/>	Shepard Diamond/Field <input type="checkbox"/>
Trestle Trail	Trestle Trail

Office Notes: 3-15-11 meet Steve - meet on site to determine dumpsters, tables (10) - 4 supplied garbage cans, recycling bins/dumpsters

Come up with electrical charge for Curtis Reed

CLOVIS TIMES - first come first - served

SAT 5:30 LAUNCH 6:00pm

SW 5:30am, maybe LAUNCH 8:00pm

OFFICE USE ONLY	
Facility Fee: \$	<u>20.00</u>
User Fee: \$	<u>42.00</u>
Area Fee: \$	_____
Beer Permit: \$	_____
Total: \$	<u>62.00</u> 315-1
Receipt #	_____
Permit #	<u>PAID - see Carol</u>

HOLD HARMLESS AGREEMENT

I, Steve Krueger, agree and bind _____, _____
(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: [Signature] Date: 3-15-2011

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) _____ DOB: _____
Last First M.I.

Address: _____ Phone: _____

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

Signature: _____

Permittee has read list of City ordinances pertaining to alcohol Yes No Dept. Initials _____

2011 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)	115.00	115.00
Smith Park		
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
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)	5.00	5.00
Amplifier w/microphone (per event/season) <small>(Jefferson East/West Diamonds only)</small>	20.00	20.00
Jefferson Volleyball Courts N & S	5.00	5.00
<small>Koslo, Municipal Beach, Smith Park VB Courts</small>	NC	NC
Soccer Fields	8.00/hour	8.00/hour
Koslo Baseball Diamonds (with/without lights)	75/game	75/game
Softball Diamonds (with/without lights)	15/game	15/game
Building/Shelter Key Deposit	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.