Form A

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: O2 CYCLING Date of Event: AUGUST 14, 2011

Event Coordinator: DEREK HUGHES Daytime Telephone: 920 731 3652

Address: 1007 LEMINWAH ST. APPLETON, WI. 54911 Home Telephone: 920 277 7729

Time of Event: From 8AM to 7PM **Group Size:** 275 **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, page 2 - 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: ____

Do you plan to set up tent(s) for the event? X **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? X **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 (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: WE ARE ALSO LOOKING TO RESERVE ~~WEN~~ WINZ PARK IF POSSIBLE.

OFFICE USE ONLY

Facility Fee: $ ____
User Fee: $ ____
Area Fee: $ ____
Beer Permit: $ ____
Total: $ ____
Receipt # ____
Permit # ____

PD Copy

Continued →

HOLD HARMLESS AGREEMENT

I, DEREK HUGHES (person in charge), agree and bind O2 CYCLING (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: DH Date: 4-13-11

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) HUGHES (Last) DEREK (First) T (M.I.) DOB: 3-10-77

Address: 1007 LEMINWAH ST. APPLETON, WI. 54911 Phone: 920 277 7229

Area that beer and/or wine can be consumed: EAST PAVILLION & ON CLOSED BIKE COURSE

Signature: DH

Permittee has read list of City ordinances pertaining to alcohol X Yes 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)	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 (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

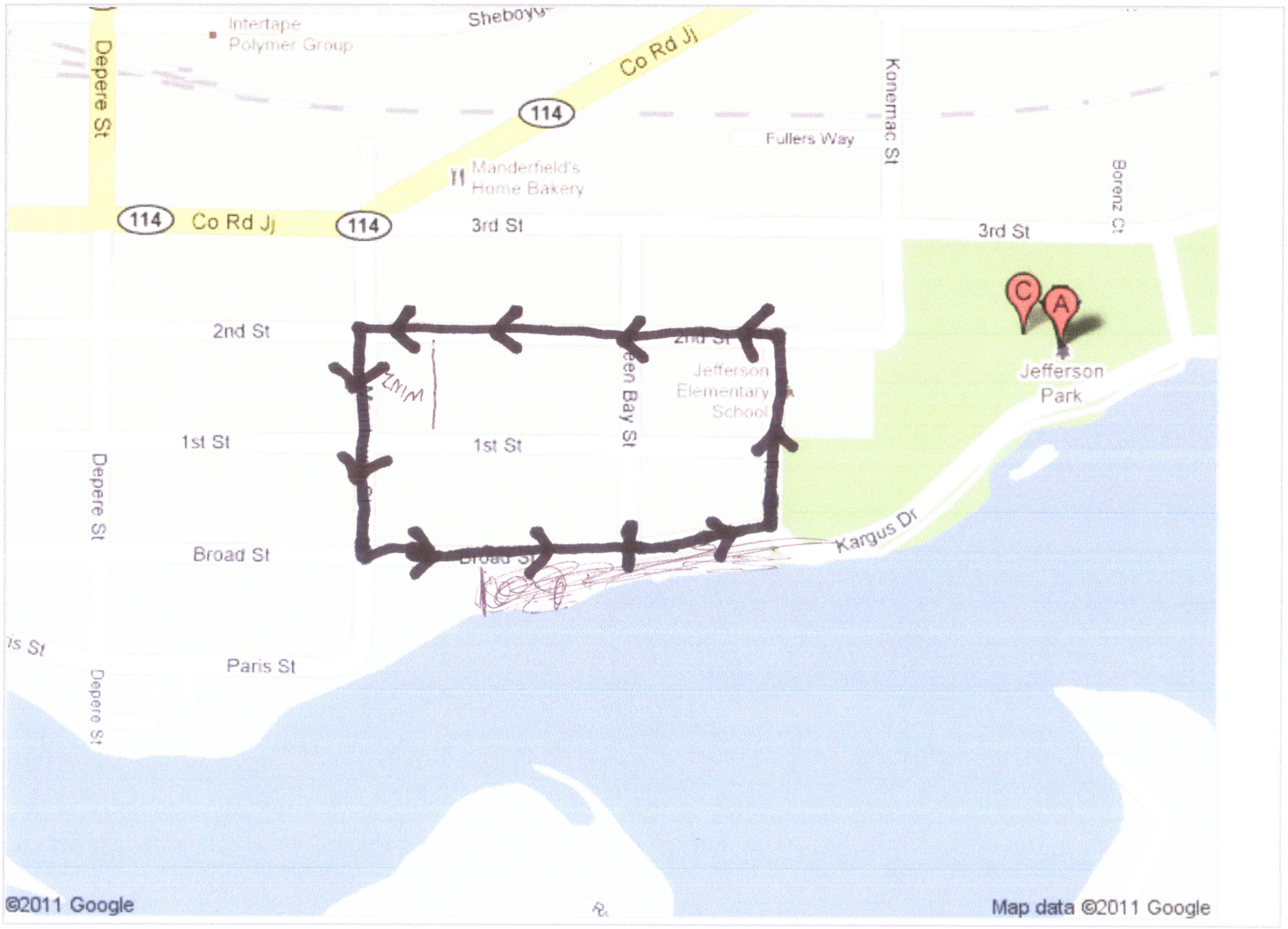
Groups that reserve park shelters or picnic areas are subject to the following user fees:

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.


Intertape Polymer Group
Sheboygan
Co Rd JJ
114
Depere St
Konemac St
Fullers Way
Manderfield's Home Bakery
Borenz Ct
114
Co Rd JJ
114
3rd St
3rd St
C
A
2nd St
Jefferson Elementary School
Jefferson Park
Green Bay St
1st St
1st St
Depere St
Broad St
Kangus Dr
Paris St
Depere St
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