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: NEENAH/MENASHA/Fox Cities Moving Rotary Clubs - SEAFOOD FEST Date of Event: Sept 9 & 10, 2010

Event Coordinator: DAN Rippl % Ise-Rippl Insurance Group Daytime Telephone: 722-2799

Address: P.O. Box 207, 333 D First St. MENASHA, WI 54952 Home Telephone: 851-8599

Time of Event: From Noon to 11:00 pm **Group Size:** _____ **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? _____ **No** X **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? _____ **No** X **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** X **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) West Diamond For the INFLATABLES For Kids

~~**Smith**~~

Pavilion *Kitchen* *Wedding/Garden (80 benches available)*

Diamond/Field

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

~~**Hart**~~	~~**Clovis**~~	**Barker Farm**
Shelter *Diamond/Field*	*Shelter* *Diamond/Field*_____	*Shelter* *Diamond/Field*
~~**Koslo**~~	~~**Pleasants**~~	~~**Shepard**~~
Shelter *Diamond/Field*_____	*Diamond/Field*_____	*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 # _____

PD Copy

Continued →

HOLD HARMLESS AGREEMENT

I, DAN RIPPL (person in charge), agree and bind MENASHA/NEENAH/Fox Cities Morning Rotary Clubs (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: Dan Rippl Date: 5-14-11

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) RIPPL (Last) DANIEL (First) J (M.I.) DOB: 6-14-59

Address: 3331 First St. MENASHA, WI 54952 Phone: 722-2799

Area that beer and/or wine can be consumed: Jefferson Park

Signature: Dan Rippl

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.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/15/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: LOCKTON COMPANIES,LLC-K CHICAGO 525 W. Monroe, Suite 600 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies, LLC PHONE (A/C, No, Ext): 1-800-921-3172 FAX (A/C, No): 1-312-681-6769 E-MAIL ADDRESS: Rotary@lockton.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: ACE American Insurance Company	22667
INSURER B: ACE Property & Casualty Insurance Co	20699
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED: All Active US Rotary Clubs & Districts
Attn: Risk Management Department
1560 Sherman Ave.
Evanston, IL 60201-3698

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC		N	PMI G23861355 003	7/1/2011	7/1/2012	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 500,000 $ XXXXXXX $ 2,000,000 $ 10,000,000 $ 4,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X HIRED AUTOS SCHEDULED AUTOS X NON-OWNED AUTOS		N	PMI G23861355 003	7/1/2011	7/1/2012	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $		N	M00534092 003	7/1/2011	7/1/2012	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 10,000,000 $ XXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		NOT APPLICABLE			WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ XXXXXXX $ XXXXXXX $ XXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Certificate Holder is included as Additional Insured where required by written contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

City Of Menasha
140 Main Street
Menasha, WI 54952
RE: tRotary clubs of Neenah and Menasha, and The Fox Cities Morning Rotary Club Event on September 9th & 10th, 2011 in Wisconsin

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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City of Menasha Special Event Permit Application

Name of Event: SEAFOOD FEST

Start Date: SET up Wednesday 9/7 - Event 9-9 End Date: Event 9-10 ~~Sunday~~ Take Down 9-11 & 9-12

Start Time: 4:00 pm May Start Earlier on Saturday End Time: 11:00 pm

Name of Organization Hosting Event: MENASHA, NEENAH & Fox Cities Morning Rotary CLUBS

Event Representative: DAN Rippl Menasha

Address: 333 D. First Street MENASHA, WI 54952

Daytime Phone: 722-2799 Cell Phone: 851-8599

Email address: dadrippl@AOL.com

Name of Person, Group, Club or Organization to be invoiced: STEVE MORTON

Address:

Daytime Phone: Cell Phone:

Estimated Attendance at event: 6,000 to 8,000

Will there be amplified/outdoor music: Yes

Will alcoholic beverages be served and/or sold: YES

Will your event require street closure? NO

Please list all activities that may be part of your event: Serving Seafood

Inflatables for Kids. Beverages & Music