



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: SUNRUNNER Date of Event: See Below
Event Coordinator: PAUL BRUNETTE / MARY JO WEIDERT Daytime Telephone: 886-6636
Address: 210 MAIN ST. MENASHA, WI Home Telephone: 969-1065
Time of Event: From 6 pm to 9 pm Group Size: 100-150 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: _____
- 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	Kitchen	West Shelter	East Shelter	Launch Shelter	Pool
Picnic Area # _____		Diamond(s) _____			
Smith					Memorial Building <i>(pre-wedding ceremony only)</i>
Pavilion	Kitchen	Wedding/Garden (80 benches available)			Start Time: _____
Diamond/Field _____					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: _____

Stage Use on What days?

JUNE 16 - Beer Sales - Stage

JUNE 30 - Beer Sales?

JULY 7 Possible Beer Sales?

← JULY 21 Beer sales - stage?

AUG 11 Possible Beer Sales?

AUG 18 Beer Sales - Stage

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

HOLD HARMLESS AGREEMENT

I, Mary Jo Weidert (person in charge), agree and bind SUN RUNNER (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: Mary Jo Weidert Date: 6/1/11

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) WEIDERZT MARY JO DOB: 7/5/56
 Address: 210 MAIN STREET, MENASHA, WI M.I. Phone: 920 886 6636
 Area that beer and/or wine can be consumed: CURTIS REED PLAZA
 Signature: Mary Jo Weidert
 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
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) (Jefferson East/West Diamonds only)	20.00	20.00
Jefferson Volleyball Courts N & S	5.00	5.00
<i>Koslo, Municipal Beach, Smith Park VB Courts</i>	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.

*Mi Casa
Menasha
Grill*

June 16

Road Trip

6-10PM

Location Curtis Reed Square, band on city provided stage

Anticipate 200 people

← Beer sales \$1000 anticipated

Food by private vendor with own license

June 30

Iron Man 2

Dusk- 10PM

Outdoor movie

Location Curtis Reed Square, projected on screen located on square

Anticipate 200 people

No beer sales

Food by private vendor with own license

July 7

Mars Needs Moms

Dusk- 10PM

Outdoor movie

Location Curtis Reed Square, projected on screen located on square

Anticipate 200 people

No beer sales

Food by private vendor with own license

July 21

Men in Suits

6-10PM

Location Curtis Reed Square, band on privately provided stage

Anticipate 200 people

← Beer sales \$1000 anticipated

Food by private vendor with own license

Aug 11

Toy Story 3

Dusk- 10PM

Outdoor movie

Location Curtis Reed Square, projected on screen located on square

Anticipate 200 people

No beer sales

Food by private vendor with own license

Aug 18

Andy's Automatics

6-10PM

Location Curtis Reed Square, band on city provided stage

Anticipate 300 people

← Beer sales \$1500 anticipated

Food by private vendor with own license

← Car show located on Main Street & Milwaukee St– street will be closed to traffic

Anticipate 200 cars – cars to have own insurance