



# PARK FACILITY RESERVATION FORM AND BEER PERMIT

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

**Form A**

*aportelli@gofcx.com*

*Set up ~~with~~ TITLES.*

*Take Down ~~sun~~*

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: THE DACARE Date of Event: 9/17/11  
Event Coordinator: ANNA PORTELLI Daytime Telephone: 920-236-8030 ext 13  
Address: 2150 S. WASHINGTON ST, OSHKOSH Home Telephone: 1339

Time of Event: From 8am to 10pm Group Size: \_\_\_\_\_ 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) ALL

#### 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: See breakdown of fee charges

#### OFFICE USE ONLY

Facility Fee: \$ \_\_\_\_\_

User Fee: \$ \_\_\_\_\_

Area Fee: \$ \_\_\_\_\_

Beer Permit: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

Permit # \_\_\_\_\_

## HOLD HARMLESS AGREEMENT

I, ANNA PORTELLI, agree and bind THE DANCE  
(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: Anna Portello Date: 4/11/11

### 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) PORTELLI ANNA DOB: 7/29/59  
Last First  
 Address: 2150 S. WASHBURN, OSHKOSH M.I.  Phone: 920-236-8030  
 Area that beer and/or wine can be consumed: MAIN TENT  
 Signature: Anna Portello  
 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>Clovis 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> <small>(Jefferson East/West Diamonds only)</small>	20.00	20.00
<b>Jefferson Volleyball Courts N &amp; S</b>	5.00	5.00
<small>Koslo, Municipal Beach, Smith Park VB Courts</small>	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.**

Here is the  
"Hoedown Low-Down"

Morning



**Games and Activities**

For all ages!  
10:00am-6:00pm

**Petting Zoo,  
Pony Rides, &  
Horse Drawn  
Carriage Rides**

11:00am-4:00pm  
(Located by the Volleyball Courts)



**Softball, Volleyball,  
& Kickball  
Tournament**

11:00am-6:00pm

**Lunch**

Begins at 11:00am



**Music:**

Mr. Billy  
Children's Musical  
Interactive Entertainment  
11:00am-1:00pm

Afternoon

**Lunch**

11:00am-2:00pm

**50/50 Raffle  
Drawing**

1:00pm  
Red Tickets

**Demonstrations  
and Activities**

**Julie's  
Touch of Silver**

1:00 pm-2:00pm  
Baton twirling, Tumbling,  
and Hip Hop Demonstrations



**Shut Up  
and Dance**

2:00pm-3:30pm  
Dancing Lessons

**Music:**

The ThedaCare band  
Mad Cat Band  
3:30pm-6:30pm

**50/50 Raffle  
Drawing**

4:00pm  
Blue Tickets

Evening



**Dinner**

5:00pm-8:00pm

**Softball, Volleyball,  
& Kickball  
Tournament**

continues  
Championship Games  
at 5:00pm

**Music:**

Geoff Landon &  
Wolfpack  
6:30pm-10:00pm

**50/50 Raffle  
Drawing**

7:00pm  
Green Tickets

ENGINEERING DIV.  
DRAWN BY M.J.A.  
DATE: 2-6-95

