



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: Jazz Corner Society, Inc. Date of Event: 8/31/2012-9/02/2012
 Event Coordinator: Dan Cibrario Home Telephone: 262-305-3717
 Address: 829 Roosevelt St., Menasha, WI 54952 Daytime Telephone: _____

Time of Event: From 12:00 PM to 7:00 PM on 9/1 and 9/2 **Group Size:** _____ **Fees:** (see attached page)

Building Keys Needed? **No** _____ **Yes** (Usually for kitchen/electric use - see #10, page 3) - **Pick up by Friday at 4:00 PM**

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: Professional

Do you plan to set up tent(s) for the event? _____ **No** **Yes** (See #9, page 3) McVey Tent sound system for jazz concert.

Parks & Recreation Board approval needed? _____ **No** **Yes** (When selling beer and multi-day events, contact Director)

Facility (circle all that apply)			
Jefferson			
<input checked="" type="checkbox"/> Pavilion <small>Please monitor</small>	<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"/> Diamond(s) _____	
<input type="checkbox"/> Picnic Area # 5			
Smith			Memorial Building <small>(pre-wedding ceremony only)</small>
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Wedding/Garden (50 benches available)	Start Time: _____
<input type="checkbox"/> Diamond/Field			End Time: _____
Hart		Clovis	Barker Farm
<input type="checkbox"/> Shelter	<input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Shelter	<input type="checkbox"/> Diamond/Field
Koslo		Pleasants	Shepard
<input type="checkbox"/> Shelter	<input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Diamond/Field	<input type="checkbox"/> 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 #	_____

HOLD HARMLESS AGREEMENT

I, Matthew J. Kaftan (person in charge), agree and bind Jazz Corner Society, Inc. (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: Matthew J. Kaftan
Matthew J. Kaftan, Treasurer

Date: 3/2/2012

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) Kaftan Matthew J. DOB: 02/12/59

Address: 3415 Commerce Ct., Appleton, WI 54911 Last First M.I. Phone: 920-562-9061

Area that beer and/or wine can be consumed: Picnic Area #5 Jefferson Park

Signature: Matthew J. Kaftan

Permittee has read list of City ordinances pertaining to alcohol Yes Dept. Initials _____

2012 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

<u>Pavilion/Shelter Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
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 Areas # 2, 3, 4 or 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)	20.00/hour	20.00/hour
Hart Park Shelter*		
	30.00	50.00
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
Marina Terrace (on Main Street)		
	20.00	20.00
Amplifier w/microphone (per event/season)		
	20.00	20.00
<i>(Jefferson East/West Diamonds only)</i>		
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

2012 PARK USER FEES

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

<u>Persons in Attendance</u>	<u>Resident</u>	<u>Non-Resident</u>
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

Special Event Charges

<u>Item</u>	<u>Resident</u>	<u>Non-Resident</u>
Stage (trailer only)	\$100.00	\$100.00
Stage (2 row of risers)	200.00	200.00
2 yard Recycling Dumpster	45.00	45.00
Bleachers (3 row)	15.00	15.00
Bleachers (5 row)	20.00	20.00
Picnic Table (each)	4.00	4.00
Park Bench (each)	3.00	3.00
Garbage Can (each)	3.00	3.00
Recycling Stand (each; needs bag)	2.00	2.00
200 Amp Cord (each; for some outlets)	10.00	10.00
Electric Usage	TBD on estimated energy use	

* 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.

***Picnic Areas 2 & 5 need a power cord supplied by the City. This must be picked up at the Parks and Recreation Department up to two days prior to the event. There is a \$20 deposit due at the time of pick up which will be returned when the power cord is returned to the office.