



PARK FACILITY RESERVATION FORM AND BEER PERMIT

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

Form A

✓ Softball Schedules for any conflicts

Carnival only Aug. 23 possible Thursday and Friday Aug. 24

Menasha Parks & Recreation Department

40 Main Street

Menasha, WI 54952-3190

Group Name or Sponsor of Event: Moose Fest

Event Coordinator: Steve + Deanna Krueger

Address: 943 Clovis Ave Menasha

Questions? Call: 967-3640

8:00 AM - 4:00 PM Monday - Friday

Office Location: 2nd Floor, City Hall

Date of Event: Aug 25+26, 2012

Home Telephone: 809-0636

Daytime Telephone: _____

Aug 27 take down Carnival

Time of Event: From 9:00AM to 8pm (25) 5pm (26) 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: _____

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)

Facility

(circle all that apply)

Jefferson

Pavilion Kitchen

Picnic Area # _____

West Shelter

East Shelter

Launch Shelter

Pool

Diamond(s)

for Beer Sales if possible

West 5³⁰ AM - 7⁰⁰ Sat & Sun

6-8pm Sat pm only

Smith

Pavilion Kitchen

Diamond/Field _____

Wedding/Garden (50 benches available)

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: _____

OFFICE USE ONLY

Facility Fee: \$ _____

User Fee: \$ _____

Area Fee: \$ _____

Beer Permit: \$ _____

Total: \$ _____

Receipt # _____

Permit # _____

HOLD HARMLESS AGREEMENT

I, _____, agree and bind _____

(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: _____ Date: 5-16-11

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) _____ DOB: _____

Last First M.I.

Address: _____ Phone: _____

Area that beer and/or wine can be consumed: _____

Signature: _____

Permittee has read list of City ordinances pertaining to alcohol Yes No 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)	145.00	145.00
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

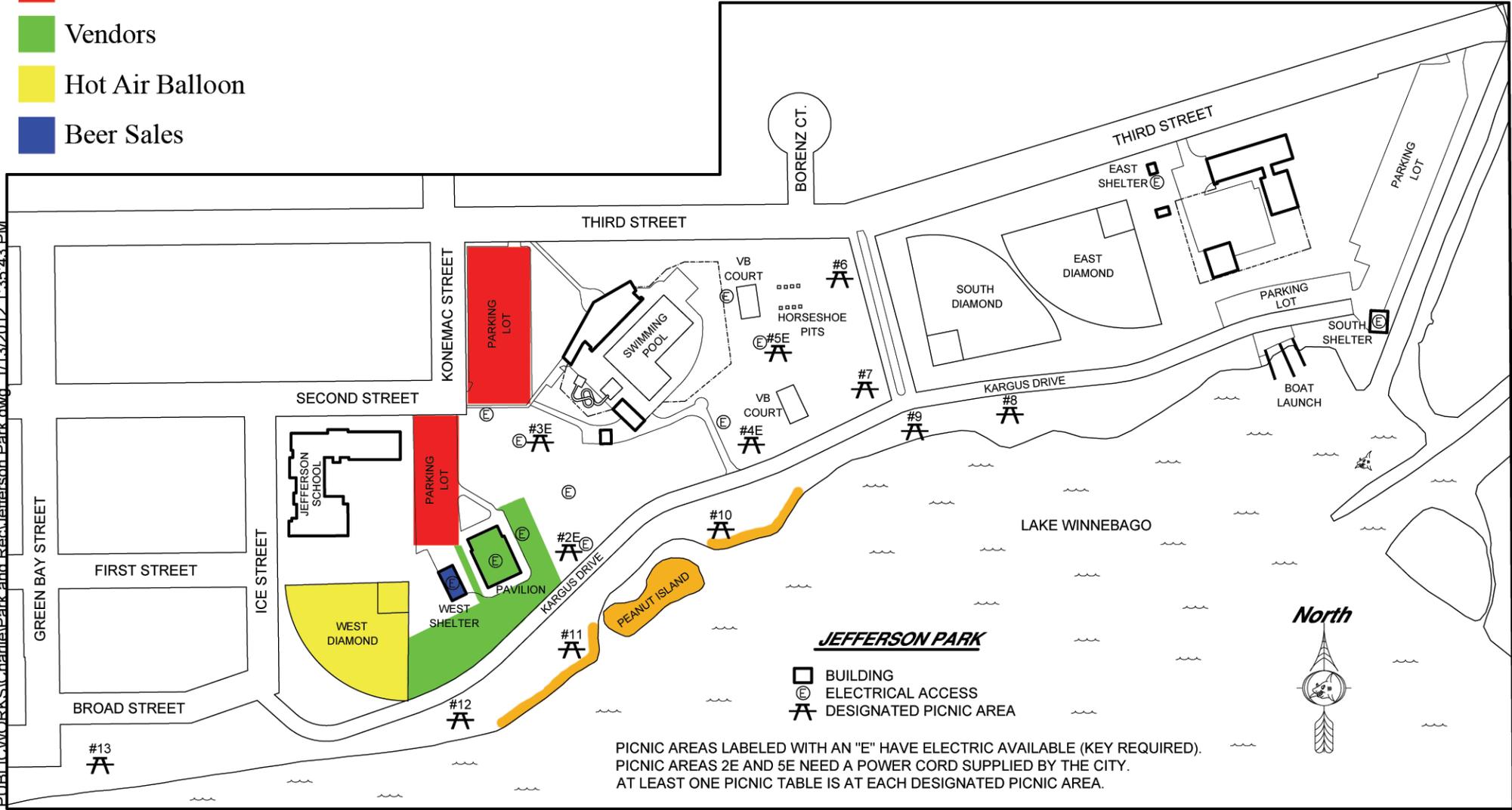
** Includes use of pavilion whether used or not, also includes 50 benches. Final arrangements made through Park Superintendent (967-3642).

***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.

****More for weekend set up/take down.

Moose Fest August 25th & 26th

- Kids Fishing
- Carnival
- Vendors
- Hot Air Balloon
- Beer Sales



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