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: Menasha, Neenah, Fox Cities Morning Rotary Clubs
Date of Event: 9-7 & 9-8, 2012
Event Coordinator: Dan Rippl
Home Telephone: 687-2334/851-8599
Address: 333 D 1st St. Menasha, WI
Daytime Telephone: 722-2799

Time of Event: From Fri 9-7 4 / Sat 9-8 7 to 10:30 / 10:30 **Group Size:** 4500 **Fees:** *(see attached page)*

Building Keys Needed? ____ **No** X **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** Y **Yes** *(City of Menasha, Neenah, Appleton & Town of Menasha residents only)*

Do you plan to consume beer or wine? ____ **No** Y **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)

Facility

(circle all that apply)

Jefferson

Pavilion *Kitchen* *West Shelter* *East Shelter* *Launch Shelter* *Pool*

Picnic Area #____ *Diamond(s)* West

~~Smith~~

Pavilion *Kitchen* *Wedding/Garden (50 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: ____

OFFICE USE ONLY

Facility Fee: $ ____
User Fee: $ ____
Area Fee: $ ____
Beer Permit: $ ____
Total: $ ____
Receipt # ____
Permit # ____

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