



PARK FACILITY RESERVATION FORM AND BEER PERMIT

Form A

(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: Jazz Corner Society, Inc. Date of Event: 8/30/2013 - 9/01/2013

Event Coordinator: Lori Lacey Home Telephone: _____

Address: 1011C East Green Tree Ct., Appleton, WI 54915 Daytime Telephone: 920-427-7608

Time of Event: From 12:00 PM to 8:00 PM on 8/30/13 Group Size: _____ Fees: (see attached page)
to 9/01/13

Building Keys Needed? No _____ Yes (Usually for kitchen/electric use - see #9, 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 #4, page 3)

Do you plan to sell beer or wine? _____ No Yes (You will need **more** than a Beer Permit, see #5, page 3)

Do you plan to sell food to the public? No _____ Yes (You will need a Temporary Food Permit, see #12, page 3)

Certificate of Insurance needed? _____ No Yes (For tournaments, public events, rides, etc. - see #3, 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 #11, page 3) Describe: Professional sound system for jazz concert.

Do you plan to set up tent(s) for the event? _____ No Yes (See #8, page 3) McVey Tent

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

Facility

(circle all that apply)

Jefferson

Please monitor

Pavilion Kitchen West Shelter East Shelter Launch Shelter Pool
 Picnic Area # 5 Diamond(s) _____

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 # _____

HOLD HARMLESS AGREEMENT

I, Matthew J. Kattan, agree and bind Jazz Corner Society, Inc.
(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 the date(s) of 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 and choose not to negotiate any terms of this agreement.

Signature: Matthew J. Kattan, Treasurer Date: 3/13/2013

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) Kattan Matthew J. DOB: 2/12/59
Last First M.I.
 Address: 756 Swan Rd Delore, WI 54115 Phone: 920 562-9061
 Area that beer and/or wine can be consumed: Picnic Area 5 Jefferson - Park
 Signature: Matthew J. Kattan
 Permittee has read list of City ordinances pertaining to alcohol Yes Dept. Initials _____

PARK FACILITY RENTAL

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

PARK USER FEES

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

<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	300.00
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) <i>(Jefferson East/West Diamonds only)</i>	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
Large Tent Permit	10.00	12.00
Building/Shelter Key Deposit	20.00	20.00

<u>Persons in Attendance</u>	<u>Resident</u>	<u>Non-Resident</u>
1 - 20	\$ 5.00	\$ 11.00
21 - 75	\$ 25.00	38.00
76 - 150	44.00	63.00
151 - 300	83.00	107.00
301 - 600	141.00	170.00
601 - 1,100	252.00	289.00
1,101 - 2,000	378.00	420.00
2,001 & up	504.00	551.00

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

* 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.