



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: Winnebago County Tavern Date of Event: 9-21 / 9-22-13

Event Coordinator: John w Rae Home Telephone: _____

Address: 422 Sixth St Menasha Daytime Telephone: 920-213-8041

Time of Event: From 9+ to 9p Group Size: 150 Fees: (see attached page)

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: Portable DJ

Do you plan to set up tent(s) for the event? No Yes (See #8, 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 West Shelter <u>East Shelter</u> Launch Shelter Pool Picnic Area # _____ Diamond(s) <u>East & Dismonds South diamonds</u>	
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 _____
Koslo Shelter Diamond/Field _____	Pleasants Diamond/Field _____
Curtis Reed Square	Marina Terrace
Barker Farm Shelter Diamond/Field _____	Shepard Diamond/Field _____
Trestle Trail	

Office Notes:

- Scoreboard use -
- Meet w/ Vince @ Park to discuss final set up
- Dumpster - ? Recycling carts - use ours - they'll take cans

OFFICE USE ONLY	
Facility Fee:	\$ <u>40</u>
User Fee:	\$ <u>300.00</u>
Area Fee:	\$ _____
Beer Permit:	\$ <u>5.00</u>
Total:	\$ <u>405.00 approx</u>
Receipt #	_____
Permit #	<u>3957</u>

HOLD HARMLESS AGREEMENT

I, John W Rae, agree and bind Winnebago County Taverna Lodge
(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: [Signature]

Date: 7-8-13

**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) Rae John W DOB: 4-28-1969
Last First M.I.

Address: 920 422 Sixth St Menasha, WI 54952 Phone: 920-213-8041

Area that beer and/or wine can be consumed: East Shelter, East & South Diamonds

Signature: [Signature]

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

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	300.00
Memorial Building (pre-ceremony only)	20.00/hour	20.00/hour
Hart Park Shelter*	30.00	50.00
Cloviss 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) <small>(Jefferson East/West Diamonds only)</small>	20.00	20.00
Jefferson Volleyball Courts N & S	5.00	5.00
<small>Koslo, Municipal Beach, Smith Park VB Courts</small>	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

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	\$ 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.