



PARK FACILITY RESERVATION FORM / BEER PERMIT

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

Menasha Parks and Recreation Department

100 Main Street, Suite 200 • Menasha, WI 54952-3190
 (920)967-3640 • Office Hours 8:00am-4:00pm; Monday-Friday

OFFICE USE ONLY	
Total Paid:	\$
Permit #	
Office Notes:	

Type of Event: _____ Date of Event: _____

Company/Organization (if applicable): _____

Person in Charge: _____ Daytime/Cell Phone#: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Contact email address: _____

Time of Event: From _____ to _____ **Anticipated Group Size:** _____

Does your group qualify for resident rates? **Yes** **No** (City of Menasha, Neenah, Appleton & Fox Crossing residents only)

For weddings at Smith Park – Either the Groom or Bride or one of his/her parents or grandparents MUST be a resident of the City of Menasha and be the person signing this agreement in order to receive the resident rate.

If you are planning to consume beer or have amplified music, please see the attached rules.

The following **FACILITY** will be included in the rental agreement (please check):

Barker Farm Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Jefferson Park <input type="checkbox"/> Pavilion <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"/> Picnic Area # _____ Ballfield _____	Pleasants Park <input type="checkbox"/> Diamond/Field	Shepard Park <input type="checkbox"/> Diamond/Field
Clovis Grove Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Koslo <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Smith Park <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> Wedding/Garden <input type="checkbox"/> Diamond/Field <small>(50 benches available)</small> <input type="checkbox"/> Memorial Building <small>(1st Floor / Pre-wedding ceremony only)</small> Start Time: _____ End Time: _____	
Hart Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Marina Terrace	<input type="checkbox"/> Trestle Trail	
<input type="checkbox"/> Curtis Reed Square			

BEER/WINE PERMIT (Fermented malt beverages allowed only at Jefferson, Koslo and Curtis Reed Square)

Sale of Fermented Malt Beverages Requires a Temporary Class "B" License in Addition to this Permit (See City Clerk)

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. This permit allows beer and wine coolers only. No hard liquor or glass containers.**

Permittee Name: (print) _____ DOB: _____
Last First M.I.

Address: _____ Phone: _____

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

Signature: _____

HOLD HARMLESS AGREEMENT

I agree to abide by the rules set by Menasha Parks and Recreation Department and to save and hold harmless the City of Menasha from any claim for damage or injury arising out of our activities in connection with the date of this event. I further understand this agreement to indemnify any and all liability of the City of Menasha to include costs of defense and attorneys' fees and/or 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 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: _____ Date: _____

PARK FACILITY RENTAL

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

Pavilion/Shelter Fees	Resident	Non-Resident
Jefferson Park		
Pavilion	1-99 people	80.00
	100+ people	110.00
Kitchen*		35.00
West Shelter*		55.00
East Shelter**		25.00
Launch Shelter*		25.00
Picnic Areas #1,2,3,4 or 5 with electric**		20.00
Picnic Area – no electricity		10.00
Pool Rental (1 hour)		155.00
Smith Park		
Pavilion	1-99 people	80.00
	100 + people	110.00
Kitchen*		35.00
Wedding Set-Up***		250.00
Memorial Building (pre-ceremony) - Use of 1st floor only	20.00/hour	20.00/hour
Hart Park Shelter*		35.00
Clovis Grove Shelter		30.00
Koslo Park Shelter (no electric)		30.00
Barker Farm Park Shelter		35.00
Curtis Reed Square		30.00
Beer Permit (Jefferson, Koslo & Curtis Reed Square only)		5.00
Marina Terrace (on Main Street)		20.00
Amplifier w/microphone (per event/season) (Jefferson East/West Diamonds only)		20.00
Jefferson Volleyball Courts N & S	5.00/hour	5.00/hour
Koslo, Municipal Beach, Smith Park VB Courts	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

* Indicates need for key

** The East Shelter & Picnic Areas 1,2,3 & 5 need a key & 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 both the key and the power cord are returned to the office.

*** Includes use of pavilion whether used or not, also includes 50 benches. Final arrangements to be made through the Park Superintendent (920-967-3642).

RESERVING A FACILITY: Reservations for a picnic area or shelter can be made at the Parks and Recreation Office, 2nd Floor, City Hall, during the business hours of 8:00am-4:00pm, Monday-Friday. Groups affiliated with City of Menasha families, organizations and businesses can reserve park facilities for rentals within that calendar year starting the first working day in January. Non-city groups can reserve facilities starting the first full week in February. Reservations must be made 24 hours in advance and fees paid in full at the time of application. **Telephone reservations or "holding" a date will not be accepted.**

DETERMINING FEES FOR A RESIDENT RESERVATION: Menasha has fee reciprocity with City of Appleton, City of Neenah and Fox Crossing for many City recreation services. In order to be granted resident fee status, an event or picnic must be sponsored by a City of Menasha, Appleton, Neenah or Fox Crossing business or organization. Family picnics must show an association with a family residing in Menasha, Appleton, Neenah or Fox Crossing. **Only City of Menasha residents/organizations are eligible for the early reservation period.**

DIAMOND RESERVATION: Refer to the current park facility fee schedule for reservation charges. Tournament or event organizers must coordinate all diamond use plans with City Staff.

SWIMMING POOL GROUP DISCOUNT IS AVAILABLE FOR GROUPS OF 15 OR MORE. Arrangements can be made through the MPRD office.

- Group Rate: \$2.25/person. Call the MPRD office at 967-3640 to inform us of your plans (3-4 weeks prior to event).
- The group or organization is responsible for designing a small, specially identifiable ticket for each person in the group. Bring sample into the MPRD office at least two weeks prior to your event.
- Tickets are presented for admission to the pool. Pool staff will collect and count tickets. After the group is admitted, the group leader will pay for the group. Make sure your check corresponds to the exact number of people admitted.
- Incident Weather. The Pool Supervisor will determine whether to open or close the pool. As a general rule, if the pool would ordinarily close due to cool weather, rain, etc., you will be given a full refund. If the pool is open, your group is expected to arrive as planned.

**CITY OF MENASHA PARK PAVILION
RENTAL POLICIES AND REGULATIONS**

(A complete set of Park Rules is available upon request)

- 1.) **PARK PAVILION HOURS:** The City of Menasha park pavilions and shelters are available for rent between the hours of 6:00am-11:00pm. Premises must be cleaned and vacated by 11:00pm. **Under no circumstances will you be allowed to place items in the kitchen/refrigerator prior to your date of rental!**
- 2.) **CANCELLATION / REFUND POLICY:** Once a shelter area has been reserved, a full refund will **only** be granted if the shelter or area is reserved again. If not, a 50% refund will be given. There is a \$10.00 processing fee applied to all initial refunds.
- 3.) **KEYS:** Don't forget to pick up keys for kitchen, electricity and power cords, ball diamond or if Building Attendant is not available, keys for pre-wedding ceremony Memorial Building use. *Keys may be obtained from the MPRD office no earlier than two days prior to the event and returned no later than two days after the event.* **There will be a \$20 deposit fee for all keys and power cords** for shelters, kitchens, electrical, and ball diamonds. This deposit will be returned when keys and/or power cords are brought back to our office. **The MPRD office closes at 4:00pm on Fridays.**
- 4.) **CONSUMING ALCOHOLIC BEVERAGES:** Fermented malt beverages may be consumed only in Jefferson Park, Koslo Park, and Curtis Reed Square. *Glass bottles/containers are not allowed in any city park.* Before beer or wine coolers can be consumed or dispensed, a permit must be obtained from the MPRD office. **The permit fee is \$5 per day.** Alcoholic beverages may only be consumed in the area clearly defined on the permit. **As a reminder, alcohol may not be consumed in Smith Park.**
- 5.) **DECORATING INFORMATION:** No sign, banner, poster, tarp, etc. can be nailed, stapled or tacked to the exterior of any park building or structure. Some permanent hardware is attached to the Jefferson Park pavilion for tying banners, etc. Signs, banners, etc. wrongfully attached will be removed by Park staff. **Throwing silk flower petals or other non-biodegradable items is prohibited. Using such items may result in responsible party being invoiced for clean up. Remove all decorations prior to leaving – the facility is expected to be left in the same condition it was found in.**
- 6.) **CLEAN UP & DAMAGE POLICY:** Renter is responsible for cleaning kitchen and all areas utilized, including wiping off picnic tables, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any clean-up, losses, or damages. The City of Menasha is not responsible for any equipment or other items left in the pavilion. Removal of City property from the facility is prohibited.
- 7.) **SETTING UP TENTS OR POUNDING STAKES:** Groups planning to pound stakes, etc. below ground shall contact **Digger's Hotline at 811** at least five (5) days prior to their event. Small, pop-up tents usually do not fall under this category. Stakes shall not be pounded into asphalt surfaces. A Tent Permit fee will be assessed. Large tent questions should be directed to Neenah-Menasha Fire Rescue at 886-6200.
- 8.) **RECYCLING IN CITY PARKS IS MANDATORY! Place items loose into a brown recycling cart.** In general, all plastic, aluminum and cardboard can go in the brown containers (a complete list of recyclable materials is available upon request). Renters are responsible for taking their recyclables with them if an appropriate container is not present in the pavilion. Event planners must coordinate their recycling plans with City Staff.
- 9.) **AMPLIFIED SOUND SYSTEM:** Voice or music amplifying equipment must be controlled so that sound is not heard beyond the confines of the park. Note that a strong wind and its direction will cause sound to carry further and may become objectionable to neighbors. Violators will be warned and/or cited by the Menasha Police Department.