



# PARK FACILITY RESERVATION FORM / BEER PERMIT

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

Menasha Parks and Recreation Department  
140 Main Street  
Menasha, WI 54952-3190

Questions? Call (920)967-3640  
Office Hours 8:00am-4:00pm; Monday-Friday  
Office Location 2<sup>nd</sup> Floor, City Hall

OFFICE USE ONLY	
Facility Fee:	\$
User Fee:	\$
Area Fee:	\$
Beer Permit:	\$
Total:	\$
Receipt #	
Permit #	

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Company/Organization (if applicable): \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Daytime/Cell Phone#: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Time of Event:** From \_\_\_\_\_ to \_\_\_\_\_ **Anticipated Group Size:** \_\_\_\_\_ **Fees:** (listed on pg 2)

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

**For weddings only:** (if no to both, follow the non-resident reservation policy)

Person in Charge is getting married and lives in the City of Menasha  Yes  No

If No, are you the parent or grandparent of the bride or groom and live in the City of Menasha?  Yes  No

**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):

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

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

Sale of Beer and/or Wine 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 wine, hard liquor or glass containers.**

Permittee Name: (print) \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Last First M.I. Phone: \_\_\_\_\_

Area that beer and/or wine can be consumed: \_\_\_\_\_

Signature: \_\_\_\_\_

## HOLD HARMLESS AGREEMENT

I agree to hold the city of Menasha harmless 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 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: \_\_\_\_\_ Date: \_\_\_\_\_



**PARK FACILITY RENTAL**

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

<u>Pavilion/Shelter Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
<b>Jefferson Park</b>		
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
Picnic Area – no electricity	10.00	20.00
Wedding	User Fee Only	User Fee Only
Pool Rental (1 hour)	155.00	155.00
<b>Smith Park</b>		
Pavilion	50.00	75.00
Kitchen*	30.00	50.00
Wedding Set-Up**	250.00	400.00
Memorial Building (pre-ceremony)	20.00/hour	20.00/hour
- Use of 1 <sup>st</sup> floor only		
<b>Hart Park Shelter*</b>	30.00	50.00
<b>Clovis Grove Shelter*</b>	20.00	40.00
<b>Koslo Park Shelter</b> (no electric)	20.00	40.00
<b>Barker Farm Park Shelter</b>	25.00	45.00
<b>Curtis Reed Square</b>	20.00	40.00
<b>Beer Permit</b> (Jefferson and Koslo only)	5.00	5.00
<b>Marina Terrace</b> (on Main Street)	20.00	20.00
<b>Amplifier</b> w/microphone (per event/season) (Jefferson East/West Diamonds only)	20.00	20.00
<b>Jefferson Volleyball Courts N &amp; S</b>	5.00/hour	5.00/hour
Koslo, Municipal Beach, Smith Park VB Courts	NC	NC
<b>Soccer Fields</b>	8.00/hour	8.00/hour
<b>Koslo Baseball Diamonds</b> (with/without lights)	75/game	75/game
<b>Softball Diamonds</b> (with/without lights)	15/game	15/game
<b>Large Tent Permit</b>	10.00	12.00
<b>Building/Shelter Key Deposit</b>	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

\* 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.

**START OF RESERVATIONS:** Reservations for a picnic area or shelter can be made at the Parks and Recreation Office, 2nd Floor, City Hall, during 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 February. Non-city groups can reserve facilities starting the second 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:** Simply sending a City of Menasha, Appleton, Neenah or Town of Menasha resident to reserve a park facility does not automatically guarantee residency fee status. The City has fee reciprocity with City of Appleton, City of Neenah and Town of Menasha for many City recreation services. **City of Menasha residents/organizations only are eligible for the early reservation period.** In order to be granted resident fee status, an event or picnic must be sponsored by a City of Menasha, Appleton, Neenah or Town of Menasha business or organization. Family picnics must show an association with a family residing in Menasha, Appleton, Neenah or Town of Menasha.

**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. A copy of our Koslo Park Wet Diamond/Field Care policy is available upon request.

**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 and planning an acceptable ticket for each person in the group. A small, specially identified ticket will do. 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.
- Inclement 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 weather is such that we would plan on being open, we will expect your group to arrive as planned.

**CITY OF MENASHA PARK PAVILION  
RENTAL POLICIES AND REGULATIONS**  
(A complete set of Park Rules is available upon request)

- 1.) **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.**
- 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.) **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.
- 4.) **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. All deposits will be returned upon returning keys and/or power cords. **The MPRD office closes at 4:00pm on Fridays.**
- 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 strongly discouraged.**
- 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.) **RECYCLING IN CITY PARKS IS MANDATORY!** Recyclable items cannot be disposed of with refuse. **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). Event planners must coordinate their recycling plans with City Staff.
- 8.) **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.
- 9.) **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.