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: _____ Date of Event: _____

Event Coordinator: _____ Home Telephone: _____

Address: _____ Daytime Telephone: _____

Time of Event: From _____ to _____ **Group Size:** _____**Fees**: *(see attached page)*

Building Keys Needed? _____ **No** _____ **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** _____ **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 #5, page 3)

Do you plan to sell beer or wine? _____ **No** _____ **Yes** (You will need **more** than a Beer Permit, see #6, page 3)

Do you plan to sell food to the public? _____ **No** _____ **Yes** (You will need a Temporary Food Permit, see #13, page 3)

Certificate of Insurance needed? _____ **No** _____ **Yes** (For tournaments, public events, rides, etc. - see #4, 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 #12, page 3) Describe: _____

Do you plan to set up tent(s) for the event? _____ **No** _____ **Yes** (See #9, 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* *East Shelter* *Launch Shelter* *Pool*

Picnic Area #____ *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 # _____

PD Copy

Continued →

HOLD HARMLESS AGREEMENT

I, _____, agree and bind _____
(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 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.

Signature: _____ Date: _____

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) _____ DOB: _____
Last First M.I.
Address: _____ Phone: _____

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

Signature: _____

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

2012 PARK FACILITY RENTAL

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

Pavilion/Shelter Fees	Resident	Non-Resident
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	250.00
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)	20.00	20.00
(Jefferson East/West Diamonds only)		
Jefferson Volleyball Courts N & S	5.00	5.00
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
Building/Shelter Key Deposit	20.00	20.00

2012 PARK USER FEES

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

Persons in Attendance	Resident	Non-Resident
1 - 20	$ 5.00	$ 11.00
21 - 75	$ 24.00	36.00
76 - 150	42.00	60.00
151 - 300	79.00	102.00
301 - 600	134.00	162.00
601 - 1,100	240.00	275.00
1,101 - 2,000	360.00	400.00
2,001 & up	480.00	525.00

Special Event Charges

Item	Resident	Non-Resident
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
Electric Usage	TBD on estimated energy use	

* *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.*

RESERVATION INFORMATION

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

1.) **START OF RESERVATIONS:** Reservations for a picnic area or shelter can be made at the Parks and Recreation Office, 2nd Floor, City Hall, from 8:00 a.m. - 4:00 p.m., Monday - Friday. Groups affiliated with City of Menasha families, organizations and businesses can begin reserving park facilities beginning the first working day in February. Non-city groups can begin reserving facilities beginning 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.**

2.) **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. **City of Menasha residents/businesses only are eligible for the early registration 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 company. Family picnics must show an association with a family residing in Menasha, Appleton, Neenah or Town of Menasha

3.) **PARKS AND RECREATION FEE RECIPROCITY:** City of Menasha residents may register for any program or service in the cities of Appleton or Neenah and the Town of Menasha under separate agreements with the three communities. **To receive services in these communities,** simply go to the proper registration site. Your residency will be verified on site. Renters may wish to bring along a driver's license or bill in case your address is questioned. **Your residency status in each city is valid through December 31.**

4.) **CERTIFICATE OF INSURANCE and ENDORSEMENT:** Any event or tournament that is open to the public, plans to sell beer or wine, have amusement rides, or petting zoo, must have a certificate of insurance and endorsement on file with the City Clerk 30 days prior to the event. **A carnival permit is also required**. The city **must** be named as additional insured on the policy and an Endorsement be provided. See the City Clerk for other insurance requirements. At the city's discretion, other park events may also be required to present a certificate of insurance and endorsement. Organizations planning multi-day events or plan to sell beer or wine **must** appear before the Parks and Recreation Board two months prior to the event.

5.) **CONSUMING ALCOHOLIC BEVERAGES:** Fermented malt beverages and wine may be consumed only in Jefferson & Koslo parks. *Glass bottles/containers are not allowed in any city park.* Before beer or wine 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***.

6.) **SELLING ALCOHOLIC BEVERAGES, CONCESSIONS, OR MERCHANDISE:** Organizations may sell alcoholic beverages, concessions, or merchandise. A temporary "Class B" license **must** be on file with the City Clerk at least 15 days prior to Common Council approval. Parks and Recreation Board approval is also needed two months prior to the event.

7.) **DIAMOND RESERVATION:** Refer to the current park facility fee schedule for reservation charges. A complete tournament schedule must be submitted to MPRD office two weeks prior to event. A tournament representative must contact the MPRD Park Superintendent at 967-3642 one week prior to tournament to confirm field use and grooming plans. Park staff will groom fields in the morning. Tournament organizers are responsible for further grooming. All methods of grooming, especially on wet fields, must be pre-approved by the Park Superintendent. Park equipment may not be used by others.

8.) **REFUNDS:** 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.

9.) **SETTING UP TENTS OR POUNDING STAKES:** Groups planning to pound stakes, etc. below ground should contact **Digger's Hotline at 1-800-242-8511** at least one week prior to their event. Stakes shall not be pounded into asphalt surfaces. A Tent Permit fee will be assessed.

10.) **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 4:00 p.m. on Fridays.**

11.) **HANGING SIGNS, BANNERS, TARPS, ETC.:** No sign, banner, poster, tarp, etc. can be nailed, stapled, tacked, or taped to the exterior of any park building or structure. A portable board is available at Jefferson Park for affixing signs, etc. 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.

12.) **AMPLIFIED SOUND SYSTEM:** Voice or music amplifying equipment must be controlled so that sound is not objectionable beyond the confines of the park. Note that strong winds 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.

13.) **TEMPORARY FOOD PERMIT:** If you are planning to sell food to the public, you will need to obtain a permit from the Health Department located at 316 Racine Street. Cost will vary depending on whether an inspection is required or if you have more than one food booth. Good for three (3) events each year and includes a short training. Contact the Health Department with any specific questions at 967-3520.

RECYCLING IN CITY PARKS IS MANDATORY!

As of January 1, 2010 the City of Menasha now has Single Stream Recycling. **Plastic bags of any color are not to be used with Single Stream Recycling.** Recyclable items **can not** be disposed of with refuse. All individuals and groups using city parks must recycle. Recyclable items should go into brown containers located in most parks. Only the recyclables listed below can go into these containers. For large groups or special events that rent a shelter, recycling stands, which hold a clear bag, can be rented from the city. Large groups or special event coordinators should visit the park and plan their recycling plans accordingly. When the number of recycling barrels is not sufficient, recycled materials must be placed in a container next to the specially marked garbage barrels.

Recycle the following container and paper items. Mix ALL of these recyclable items for collection with Single Stream collection. Please items loose (do not tie or bundle the paper) into the brown recycling cart.

Containers:

- Aluminum Cans
- Glass food and beverage containers (any color)
- Tin Cans (labels and lids on)
- Aerosol Cans (cap and nozzle removed)
- Plastic narrow-necked bottles marked #1 and #2 (with caps removed) **Except** #2 oil, brake and transmission fluid containers

Paper:

- Newspaper (all sections)
- Corrugated cardboard (boxes flattened)
- Magazines and catalogs
- Junk mail and envelopes
- Chipboard/fiberboard (beverage containers, cereal and cracker boxes, etc.)
- Paper grocery bags
- Phone books
- Paperback books
- Hardcover books (with covers and binding removed)

Recyclable containers do not need to have labels removed, but must be rinsed free of product residue and placed in the specially marked park barrels. Any other garbage may be thrown away.

SWIMMING POOL GROUP DISCOUNT SALES

Group Rate: $2.25/person
Group Size: 20 or More (Make arrangements through the MPRD office - see below)

1. Call the MPRD office at 967-3640 to inform us of your plans (3-4 weeks prior to event).
2. 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.
3. 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.
4. 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.

If you have any questions, contact the MPRD office at 967-3640.