

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
PARKS AND RECREATION BOARD**

Jefferson Park Pavilion
915 Third Street

**Tuesday, July 11, 2017
6:00PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the June 13, 2017 Regular Park Board Meeting
- D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION
- E. REPORT OF DEPARTMENT HEAD/STAFF
 - 1. Department Report – PRD Tungate
 - 2. Park, Pool and Vandalism Report – PS Maas
 - 3. Swimming Pool Manager’s Report/Q & A – Pool Manager Chad Bruechert
- F. DISCUSSION
 - 1. Special Event Approval Process
- G. ACTION ITEMS
 - 1. Approve Bazaar After Dark event to be held July 20, 2017 (part of event in Curtis Reed Square)
 - 2. Approve Seafoodfest event to be held September 8&9, 2017 in Jefferson Park
- H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA
 - Five (5) minute time limit for each person
- I. ADJOURNMENT

CITY OF MENASHA
Parks and Recreation Board
Hart Park – 700 Seventh Street
June 13, 2017
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:00 pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: D. Sturm, B. Adesso, R. DeLain, T. Marshall, L. Hopwood

MEMBERS EXCUSED: N. Barker, Ald. T. Grade

OTHERS PRESENT: PRD Tungate, PS Maas, Ald. B. Nichols, Ald. A. Collier, Randy Thomson

C. MINUTES TO APPROVE

1. **Minutes of the May 9, 2017 Park Board Meeting:** Moved by B. Adesso, seconded by L. Hopwood to approve the minutes of the May 9, 2017 Park Board meeting. It was noted that B. Adesso had been excused from this meeting and the minutes will be amended to reflect this. Motion carried.

D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION

1. **Koslo Park-Twins 2016 Championship and Bleachers (Ald. Grade):** PRD Tungate noted the Koslo sign will be updated soon and that currently there are seven, three row bleaches at Koslo. A couple more will likely be brought over for the July Legion tournament.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate reported on the pool opening, final hiring of staff at the pool and for recreation programs. Not an abundance of applicants, but still a high quality staff. Efforts to recruit lifeguards were successful. The move to the new city hall has taken up considerable time lately. Mayor is working on appointing a new Board member to fill the spot vacated by Nancy Barker.
2. **Park, Pool and Vandalism Report:** PS Maas reported on the Scanlan Park plaza project. Bike rack and drinking fountain still need to be installed. Pool slide pump was repaired the first week the pool was open. Smith Park flowers were planted two weeks ago. Compliments have been received on the look of this year's flowers. Jefferson Park East Diamond lights had to be repaired. Gilbert site has been re-mulched.

F. DISCUSSION

1. **Gilbert Site and Canal Grant Opportunities:** PRD Tungate reported that a grant application to the Natural Resource Damage Assessment program (NRDA) will be submitted this fall. The application will cover the re-opening and restoration of the Lawson Canal and some shoreline naturalization along the main channel of the river. Staff is working with engineering consultants who have had previous success in securing NRDA project funds in the past. This is a complex project that involves several divisions within the DNR, the Army Corps of Engineers, U.S. Fish and Wildlife Service along with the property owners of the canal and remaining Gilbert site landowners. If successful, NRDA funds could be combined with DNR Stewardship money to pay for all or most of the project costs.

G. ACTION ITEMS

1. **Approve Twisted Pistons event to be held August 17, 2017:** Motion by B. Adesso, seconded by L. Hopwood to approve Twisted Pistons' request for use of Curtis Reed Square on August 17, 2017. The event still has to be reviewed by the Special Event Committee. No major changes to the use of Curtis Reed Square are expected. Motion carried.
2. **Approve Jazzfest event to be held September 2 & 3, 2017 in Jefferson Park:** Motion by B. Adesso, seconded by R. DeLain to approve Jazzfest's request for use of Jefferson Park on June 17, 2017. This event still has to be reviewed by the Special Event Committee. No major changes to the event are expected. Motion carried.
3. **Reconfigure the Hart Park basketball court to have two standards on the northside of the existing pavement: One half-court would be larger than the other and have a rim height of 10'. The second court would be smaller in size and have a rim height less than 10'.**
This topic has been on several agendas. Questions were asked about the durability of the new rim system, which direction the rims should face to avoid looking into the sun and the possibility of investigating how or if a camera system would be appropriate at Hart Park. Motion by L. Hopwood, seconded by T. Marshall that as part of the upcoming resurfacing of the court at Hart Park, the rims be reconfigured with a smaller playing area on the east side of the pavement with a rim height less than 10'. In addition, a 10' height rim would be placed on the northwest side of the existing pavement (or the west of the light pole) that would be a larger playing area. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

L. Hopwood would like to review and better understand the special event review process next month. B. Adesso noted he thought the recent Food Truck rally needed more garbage cans.

I. ADJOURNMENT

Moved by B. Adesso, seconded by R. DeLain, to adjourn at 7:45 pm. Motion carried.



City of Menasha 2017 Special Event Agreement Packet

Thank you for choosing to host your event in the City of Menasha! Because your event will require services from more than one City department, it is considered a "Special Event". The attached Special Event Agreement Packet **will need to be completed and returned to City Hall (Public Works & Engineering or Parks & Recreation Department) at least 60 days prior to the event.**

The following checklist is designed to "walk you through" the process. City staff is available to help you along the way. If you have any questions, please call the appropriate department from the Contact Information List.

CHECKLIST

- A \$25 non-refundable administration fee is due with application submission.** Prior to your event, you may be given an estimate for the cost of services to be paid after your event is complete. Actual cost of services will be invoiced. Some charges require payment prior to your event and are listed on **Form C** Fee Schedule and Breakdown Worksheet. (Make checks payable to **City of Menasha**)
- A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted with your completed Special Events Packet in order for your event to be considered for approval by the Board of Public Works and/or the Common Council.** (samples attached at end of this packet)
- Will you be reserving a **park**? Please fill out the Park Facility Reservation Application (**Form A**). Confirm your requested date with the Parks Department as soon as possible to ensure your requested date is available. If you plan to sell beer/wine or your event is longer than one day, you will be required to appear before the Parks and Recreation Board to seek their approval. **This should be done at least two months before your scheduled event.**
- Will you be using **City streets or other public right of way**? Please complete the Street Use Application (**Form B**) and return it to the Public Works Department at City Hall immediately as it requires Board of Public Works and Common Council approval. Please be aware the entire process may take more than 60 days.
- If your event requires **street closure**, barricade and signage requests will be discussed at a Special Events Meeting. This information will be noted on the Fee Schedule and Breakdown Worksheet (**Form C**). Special Events that require street closure need Council approval. It is highly recommended that information regarding your event is not published/advertised until you have received Common Council approval.
- If your event requires **street closure**, it is the event holder's responsibility to contact Valley Transit at 920-832-5800 and Gold Cross Ambulance at 920-727-3030 to alert them to the street closure. It is also your responsibility to notify residents and businesses affected by the street closure (see attached sample "Notification of Request to Close a City Street").
- Does your event require **traffic control or services** provided by our Police Department?

- Will you or vendors at your event be **selling or serving food**? Please see the information regarding Mobile Restaurant Operators/Mobile Retail Food Operators/Temporary Restaurant Operators (**Form D**). If your vendors are preparing/serving food for your event only (and don't operate anywhere else during the year), they will need to contact Todd Drew, City Sanitarian to arrange for food safety training. If the sales occur on the street or sidewalk, food vendors at your event will need to obtain a Temporary Sidewalk/Street Vending Occupancy Permit.
- Will you be **selling beer or wine**? Please complete the Application for Temporary Class "B" Retailer's License (**Picnic License Form E1 and Addendum Form E2**). Your contact is City Clerk Debbie Galeazzi.
- Will there be **inflatables or carnival rides** at your event? Please complete the Carnival Permit (**Form F**). Please note permit needs to be submitted to the City Clerk 10 days prior to your event. Your contact is City Clerk Debbie Galeazzi.
- Will there be **fireworks** at your event? Please complete the Fireworks Permit Application. Your contact is Vern Green at Neenah-Menasha Fire Rescue. (**Form G**)
- Will you be putting up a **tent**? Some tents require a Certificate of Fireproofing and inspection by the Fire Department. Your contact is Vern Green at Neenah-Menasha Fire Rescue. All tents with stakes require Diggers Hotline clearance by calling 811 at least five (5) days prior to the event. (**Form H**)
- Non-Profit Organizations registered as 501(c)(3) or 501(c)(4) organizations must provide IRS proof of this designation.
- It is recommended that every special event have a first aid kit easily accessible on the event site. The first aid kit should contain, at a minimum: compresses, ice packs, bandages and antiseptic.
- Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

CONTACT INFORMATION

Park Rental Information	Lori Walbrun, Parks & Rec Dept. lwalbrun@ci.menasha.wi.us	920-967-3640
Street Use Applications	Carol Schmidt, DPW & Engineering cschmidt@ci.menasha.wi.us	920-967-3610
Alcohol Serving and Sales	Debbie Galeazzi, Clerk's Office	920-967-3603
Temporary Food Service Permits	Todd Drew, Health Department	920-967-3522
Police Protection and Security	Brett Halderson, Police Department	920-967-3500
Fireworks Permits & Tent Inspections	Vern Green, Fire Department	920-886-6203
Public Works Superintendent	Thad Brown, Public Works Facility	920-967-3620
Parks Superintendent	Vince Maas, Parks Department	920-967-3642
Diggers Hotline		811
Valley Transit (alert them to street closure)		920-832-5800
Gold Cross Ambulance (alert them to street closure)		920-727-3030

City of Menasha City Hall is located at 140 Main Street, Menasha, WI 54952 (please note we will be moving to 100 Main Street in summer 2017).

City of Menasha Special Event Policy

A **SPECIAL EVENT** is defined as any planned occurrence on the public right-of-way or public premises including, but not limited to; parades, gatherings, festivals and athletic events. By nature these events have a greater impact on City services and resources than would have occurred had the event not taken place. Special events require multiple department involvement. Persons desiring to conduct, maintain, undertake, promote, organize or manage a special event in the City of Menasha shall be subject to the requirements of this policy.

The City of Menasha wants any Special Event to be a success for organizers and participants alike. By providing for an organized application process, we hope to provide for the safety and well-being of all community members.

APPLICATION Complete Special Event Agreement Packet must be returned to City Hall, 2nd Floor, Public Works/Park & Recreation Departments at least 60 days prior to the event. This will allow time for all pertinent departments to review your event needs. A non-refundable fee of \$25 is due at the time your application is submitted. Please note that if you are holding an event in a park you will need to reserve the park prior to turning in your Special Events Application.

REVIEW OF APPLICATION Once your application is received and reviewed, someone from your group will be required to attend a meeting with the Special Events Committee. You will be advised of the date and time. The appropriate departments will review the individual worksheets included in your Special Events Packet to ensure that all considerations have been identified and contingencies planned for.

APPROVAL OF APPLICATION Once your application has been reviewed and approved you will receive a Special Event Permit.

CERTIFICATE OF INSURANCE AND ENDORSEMENT Proof of insurance is required for all special events and must be provided by the event sponsor. The City of Menasha needs to be named as additional insured on both the Certificate of Insurance and the Endorsement. The sponsor shall hold the City, any of its employees and agents and facilities harmless against all claims, liability, loss, damage or expense incurred by the City for any damage or injury to person or property caused by or resulting from activities arising from the special event. The Certificate of Insurance and the Endorsement must be submitted with the Special Events packet.

SPONSOR ADDITIONAL RESPONSIBILITIES If your event requires street closure, it is the event holder's responsibility to contact the bus line, Valley Transit at 920-832-5800 and Gold Cross Ambulance 920-727-3030 to alert them to the street closure. It is also the event holder's responsibility to notify adjacent property occupants affected by a street closure exceeding 30 minutes. Included in this packet is a form that can be used for notification.

FEES For all events a non-refundable administration fee of \$25 is required at the time the application is submitted. Charges for park facilities, food sales permits, tent permit fees, firework fees, etc. are to be paid *IN ADDITION* to the Special Events application fee. *The Memorial Day Parade is exempt from all fees.* Submittal of an event application does **NOT** reserve a park. The applicable fees due prior to your event are: temporary food service permits, temporary beer sales permit, carnival permit, tent fee inspection and fireworks permits. At the completion of your event, charges must be paid no more than 60 days after the last date of your event. If this requirement is not met, further charges may be incurred.

NON-PROFIT ORGANIZATIONS AS EVENT HOLDERS Non-Profits hosting an event that is free and open to the public may receive up to a 50% discount on the total Special Event bill. By definition the Non-Profit group must be a registered 501(c)(3) or (4) organization and proof of this designation is required.

TERMINATION OF EVENT The City and its representative reserve the right to shut down a special event that is in progress if it is determined to be a safety hazard by the Police and/or Fire Departments and/or there is a violation of City Ordinances, State Statute, or the terms of the approved application have not been met. The Mayor and/or their designee may revoke an approved Special Event Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

APPROVED BY COMMON COUNCIL ON 11/17/14

City of Menasha Special Event Permit Application

Today's Date: _____

Name of Event: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Name of Organization Hosting Event: _____

Event Representative: _____

Address: _____

Daytime Phone: _____ Cell Phone: _____

Email address: _____

Name of Person, Group, Club or Organization to be invoiced: _____

Address: _____

Daytime Phone: _____ Cell Phone: _____

Estimated Attendance at event: _____

Will there be amplified/outdoor music: _____

Will alcoholic beverages be served and/or sold: _____

Will your event require street closure? _____

Please list all activities that may be part of your event: _____

SPECIAL EVENT PARK FACILITY RESERVATION FORM / BEER PERMIT

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

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

Type of Event: Night Market Date of Event: 7-20-2017

Sponsoring Organization (if applicable): Fox Cities Chamber of Commerce

Event Coordinator: Adrienne Palm Daytime/Cell Phone#: (920)

Street Address: _____ City: Appleton State: WI Zip: 54911

Time of Event: From 5pm to 10 pm Anticipated Group Size: 500+ Fees: (listed on pg 3)

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

Building Keys Needed? No Yes (For kitchen/electric use) - Pick up by Friday at 4:00pm

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

Marker Farm Park 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	Pleasants Park <input type="checkbox"/> Diamond/Field	Shepard Park <input type="checkbox"/> Diamond/Field
Novis Grove Park Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool <input type="checkbox"/> Picnic Area # <input type="checkbox"/> Ballfield	Smith Park <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen	
Port Park Shelter <input type="checkbox"/> Diamond/Field	Koslo Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Wedding/Garden (50 benches available) <input type="checkbox"/> Diamond/Field	
Curtis Reed Square	<input checked="" type="checkbox"/> Marina Terrace	<input type="checkbox"/> Trestle Trail	

Do you plan to consume beer or wine? No Yes (Fill out permit on page 2)

Do you plan to sell beer or wine? No Yes (You will need a Class B license, contact City Clerk)

Do you plan to sell food to the public? No Yes (see included information)

Are you planning "kiddie" rides or other amusements? No Yes (Carnival Permit required, contact City Clerk)

Do you plan to set up tent(s) larger than a small "EZ-Up" style for the event? No Yes (See #4, page 3)

Please note: If answer is "Yes" to the above questions, or if this is a League Sponsored Event, a Certificate of Insurance WITH Endorsement will need to be on file with the City of Menasha.

Do you plan to have an amplified sound system? No Yes (please see attached rules)

City & Recreation Board approval needed? No Yes (When selling beer and multi-day events)

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 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, 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 and 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: 5/19/2017

INSURANCE AND ENDORSEMENT

ability Insurance has been secured in the amount of \$ _____ with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company Secura Insurance Policy No. see attached
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

BEER PERMIT

For Consumption Only! SALE of Beer and/or Wine Requires a Temporary Class "B" License in Addition to this Permit
 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 (please print): Palm Adrienne
 Last First M.I.

Address: Bazaar after Dark Phone: _____

Address that beer and/or wine coolers can be assumed: Curtis Reed Square

Signature: _____

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	100.00
100+ people	110.00	145.00
Kitchen*	35.00	55.00
West Shelter*	55.00	80.00
East Shelter*	25.00	40.00
Launch Shelter*	25.00	40.00
Picnic Areas # 2, 3, 4 or 5 with electric**	20.00	35.00
Picnic Area - no electricity	10.00	20.00
Pool Rental (1 hour)	165.00	195.00
Smith Park Pavilion		
1-99 people	80.00	100.00
100 + people	110.00	145.00
Kitchen*	35.00	55.00
Hart Park Shelter*	35.00	65.00
Clovie Grove Shelter*	30.00	60.00
Koslo Park Shelter (no electric)	30.00	60.00
Barker Farm Park Shelter	35.00	65.00
Curtis Reed Square	30.00	60.00
Beer Permit (Jefferson, Koslo & Curtis Reed Square only)	5.00	5.00
Marina Terrace (on Main Street)	20.00	20.00
Amplifier w/microphone (per event/season) (Jefferson East/West Diamonds only)	20.00	20.00
Jefferson Volleyball Courts N & S	5.00/hour	6.00/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
- ** 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.

SPECIAL EVENTS

In addition to the listed facility rental fee, there is a fee associated with the group size. Prices shown are per day.

Up to 400	\$250.00
401-700	\$350.00
701+	\$450.00

Additional Equipment Charges

Item	Charge per Item
200 AMP Panel	\$ 15.00
Heavy Duty Extension Cord	\$ 5.00
Stage (trailer only)	\$125.00
Stage with 2 rows	\$375.00
Stage Walls	\$175.00
3 Row Bleachers(in park)	\$ 25.00
3 Row Bleachers(out of park)	\$ 35.00
Picnic Table (each) <u>40 tables</u>	\$ 7.00
Bench (each)	\$ 4.00
Garbage Can (each)	\$ 4.00
Recycling Cart (each) <u>20</u>	\$ 4.00



Form A

SPECIAL EVENT PARK FACILITY RESERVATION FORM / BEER PERMIT

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 2nd Floor, City Hall

Type of Event: Festival Date of Event: Fri. Sept 8 + ^{SAT} Sept 9 2017
Sponsoring Organization (if applicable): Rotary Clubs - Menasha + Neenah
Event Coordinator: Malcolm Hjerstedt Daytime/Cell Phone#: _____
Street Address: _____ City: Neenah State: WI Zip: 54956
Time of Event: From Fri SAT 4:30 to 10:30 Anticipated Group Size: 8,000 Fees: (listed on pg 3)

Does your group qualify for resident rates? No Yes (City of Menasha, Neenah, Appleton & Fox Crossing residents only)
Building Keys Needed? No Yes (For kitchen/electric use) - Pick up by Friday at 4:00pm

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 checked="" type="checkbox"/> Pavilion <input checked="" type="checkbox"/> Kitchen <input checked="" type="checkbox"/> West Shelter <input type="checkbox"/> East Shelter	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	<input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool <input type="checkbox"/> Picnic Area # <input type="checkbox"/> Ballfield	Smith Park <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen	
Hart Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Koslo Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Wedding/Garden (50 benches available)	<input type="checkbox"/> Diamond/Field
<input type="checkbox"/> Curtis Reed Square	<input type="checkbox"/> Marina Terrace	<input type="checkbox"/> Trestle Trail	

Do you plan to consume beer or wine? No Yes (Fill out permit on page 2)

Do you plan to sell beer or wine? No Yes (You will need a Class B license, contact City Clerk)

Do you plan to sell food to the public? No Yes (see included information)

Are you planning "kiddie" rides or other amusements? No Yes (Carnival Permit required, contact City Clerk)

Do you plan to set up tent(s) larger than a small "EZ-Up" style for the event? No Yes (Sec #4, page 3)

Please note: If answer is "Yes" to the above questions, or if this is a League Sponsored Event, a Certificate of Insurance WITH Endorsement will need to be on file with the City of Menasha.

Do you plan to have an amplified sound system? No Yes (please see attached rules)

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

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: [Signature] Date: 6/15/17

INSURANCE AND ENDORSEMENT

Liability Insurance has been secured in the amount of \$ _____ with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company _____ Policy No. _____
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

BEER PERMIT

For Consumption Only! SALE of Beer and/or Wine Requires a Temporary Class "B" License in Addition to this Permit
 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 (please print): Klein Chris
Last First MJ

Address: _____ Menasha _____ Phone: _____

Area that beer and/or wine coolers can be consumed: Jefferson Park Pavillians Area

Signature: _____

PARK FACILITY RENTAL

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

Jefferson Park			
Pavilion	1-99 people	80.00	100.00
	100+ people	110.00	145.00
Kitchen*		35.00	55.00
West Shelter*		55.00	80.00
East Shelter*		25.00	40.00
Launch Shelter*		25.00	40.00
Picnic Areas # 2, 3, 4 or 5 with electric**		20.00	35.00
Picnic Area - no electricity		10.00	20.00
Pool Rental (1 hour)		155.00	155.00
Smith Park			
Pavilion	1-99 people	80.00	100.00
	100 + people	110.00	145.00
Kitchen*		35.00	55.00
Hart Park Shelter*			
		35.00	65.00
Clovis Grove Shelter*			
		30.00	60.00
Koslo Park Shelter (no electric)			
		30.00	60.00
Barter Farm Park Shelter			
		35.00	65.00
Curtis Reed Square			
		30.00	60.00
Beer Permit (Jefferson, Koslo & Curtis Reed Square 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/hour	5.00/hour	
<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	

* Indicates need for key

** 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

SPECIAL EVENTS

In addition to the listed facility rental fee, there is a fee associated with the group size. Prices shown are per day

Up to 400	\$250.00
401-700	\$350.00
701+	\$450.00

Additional Equipment Charges

Item	Charge per Item
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Heavy Duty Extension Cord	\$ 5.00
Stage (trailer only)	\$125.00
Stage with 2 rows	\$375.00
Stage Walls	\$175.00
3 Row Bleachers (in park)	\$ 25.00
3 Row Bleachers (out of park)	\$ 35.00
Picnic Table (each)	\$ 7.00
Bench (each)	\$ 4.00
Garbage Can (each)	\$ 4.00
Recycling Cart (each)	\$ 4.00