

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**

**Smith Park**  
*301 Park St.*  
*Menasha, WI 54952*

**Tuesday, May 18, 2021  
6:00PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENT / CORRESPONDENCE
- D. MINUTES TO APPROVE
  - 1. Minutes of the April 13, 2021 Regular Park Board Meeting
- E. DISCUSSION/ACTION ITEMS
  - 1. Approve Brews on 'Bago at Jefferson Park, June 10, July 8, August 12 and September 9, 2021
  - 2. Approve Menasha Girls Basketball Association Fundraiser (part of Communityfest) at Curtis Reed Square, July 3, 2021
  - 3. Approve Communityfest at Jefferson Park, July 4, 2021
  - 4. Approve Twisted Pistons to be held at Curtis Reed Square, August 19, 2021
  - 5. Approve Jazz Fest to be held at Jefferson Park, September 4 and 5, 2021
- F. REPORT OF DEPARTMENT HEAD/STAFF
  - 1. Department Report – PRD Sackett
  - 2. Park, Pool and Vandalism Report – DDMO Brown/Superintendent MacDonald
- G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA
  - Five (5) minute time limit for each person
- H. ADJOURNMENT

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Virtual Meeting**  
**April 13, 2021**  
**MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Brian Adesso, Rachael Dowling, Ald. Ted Grade, Tim Hale, Lisa Hopwood, Tom Marshall

GUESTS PRESENT: Sean Murray (TDS Metrocom), Ald. Rebecca Nichols, Jon Gumtow (Stantec)

OTHERS PRESENT: PRD Megan Sackett, DPW/P Superintendent Travis MacDonald, AA Lori Walbrun

**C. PUBLIC COMMENT/CORRESPONDENCE**

**D. MINUTES TO APPROVE**

1. **Minutes of the March 23, 2021 Park Board Meeting:** Moved by Ald. T. Grade, seconded by T. Hale to approve the minutes of the March 23, 2021 Park Board meeting. Motion carried.

**E. DISCUSSION / ACTION ITEMS**

1. **Placement of a Node at Clovis Grove Park:** Sean Murray from TDS was on hand to explain the burying of fiber optics in the City, with five nodes placed within Menasha. After much discussion, it was determined by the Board that the preference would be to not voluntarily have the node in a park area and asked if TDS could explore other options. Board would be willing to discuss if another suitable area cannot be located. Chr. Sturm moved that at this time, it is undesirable to have the node located in Clovis Grove Park, seconded by Ald. Grade with B. Adesso abstaining. Motion carried.
2. **Placement of Floats at Menasha Marina:** Harbormaster Diane Schabach was approached by someone asking to utilize a slip for harboring jet skis, which would require a special float. The float would accommodate one or two jet skis, while remaining in one slip area. The price of purchasing the float, along with the installation and associated maintenance costs would be the responsibility of the jet ski owner and the float would remain his property if he chooses to not renew a lease contract. Chr. Sturm made a motion to approve the installation of the float system, seconded by T. Hale. Motion carried.
3. **Lawson Canal Draft Concept Plan/Accept Park Board Resolution R-1-21:** Ald. Ted Grade made a motion to move the resolution forward to the Common Council, seconded by T. Marshall. Motion carried.

**F. REPORT OF DEPARTMENT HEAD / STAFF**

1. **Department Report**

PRD Sackett reported on the following:

- Lawson Canal update
- Activity guide is online – sent to printer. Other programs will be marketed on social media. Programs still operating with safety modifications in place.
- Hart Park discussion and programming, the neighborhood group has been active, gathering quotes for a camera system
- Working on seasonal hiring
- The goal is to re-open the Senior Center by mid-May with a phased-in plan.
- Announced that Chloe Hansen-Dunn is the new Recreation and Senior Services Manager

2. **Park, Pool and Forestry Report**

P/PW Superintendent MacDonald reported on:

- Parks and restrooms will open the last weekend of April
- 3 of 4 seasonal guys have started work
- Diamonds at Jefferson and Koslo were sprayed
- 135 trees will be planted as part of spring planting, including those planted as part of the Arbor Day celebration
- Mulching is complete downtown and at Calder Stadium
- Dumpster placed at Marina
- Signs at the Conservancy and Memorial Building were installed
- Have hired or invited back 5 summer help, looking for a 6<sup>th</sup>.

**G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

**H. ADJOURNMENT**

Motion by L. Hopwood, seconded by T. Hale to adjourn at 7:28pm. Motion carried.

DRAFT



# SPECIAL EVENT PARK FACILITY RESERVATION FORM / BEER PERMIT

Menasha Parks and Recreation Department  
100 Main Street, 2<sup>nd</sup> Floor  
Menasha, WI 54952-3190  
Phone: (920)967-3640

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

Name of Event: Brews on Bago Date of Event: June 10 July 8 August 12 Sept. 9

Sponsoring Organization (if applicable): Menasha Rotary / Menasha Parks & Rec Dept.

Event Coordinator: Megan Sackett Daytime/Cell Phone#: \_\_\_\_\_

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

Time of Event: From 5p To 8p Anticipated Number of Event Attendees: 100

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

Will you be selling alcoholic beverages at your event?  Yes  No

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

*There is a \$20 deposit due at the time of key pick up, which will be given back when the key is returned to the Parks and Recreation office.*

Please indicate layout / key areas of your event on the included map.

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

## 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: M Sackett Date: 14 May 2021



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100 Main Street, 2<sup>nd</sup> Floor  
Menasha, WI 54952-3190  
Phone: (920)967-3640

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

Name of Event: Community Fest Date of Event: 7/3/21  
Sponsoring Organization (if applicable): Menasha Girls Basketball Assoc.  
Event Coordinator: Julie Neubert Daytime/Cell Phone: (920)427  
Street Address: \_\_\_\_\_ City: Menasha State: WI Zip: 54952  
Time of Event: From 4 pm To 10 pm Anticipated Number of Event Attendees: 300 +

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

Will you be selling alcoholic beverages at your event?  Yes  No

Building Keys Needed?  Yes  No (For kitchen/electric use) - Pick up by Friday at 4:00pm  
There is a \$20 deposit due at the time of key pick up, which will be given back when the key is returned to the Parks and Recreation office.

Please indicate layout / key areas of your event on the included map.

The following <b>FACILITY</b> will be included in the rental agreement (please check):			
<b>Barker Farm Park</b>	<b>Jefferson Park</b>	<b>Pleasants Park</b>	<b>Shepard Park</b>
<input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen	<input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Diamond/Field
	<input type="checkbox"/> West Shelter <input type="checkbox"/> East Shelter		
<b>Clovis Grove Park</b>	<input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool	<b>Smith Park</b>	
<input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Picnic Area # <input type="checkbox"/> Ballfield	<input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen	
<b>Hart Park</b>	<b>Koslo Park</b>	<input type="checkbox"/> Wedding/Garden <input type="checkbox"/> Diamond/Field	
<input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	(50 benches available)	
<input checked="" type="checkbox"/> Curtis Reed Square	<input type="checkbox"/> Marina Terrace	<input type="checkbox"/> Trestle Trail	

## HOLD HARMLESS AGREEMENT

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Signature: Julie Neubert Date: 5/13/21

## BEER PERMIT

*For Consumption Only! SALE of Beer and/or Wine Requires a Temporary Class "B" License in Addition to this Permit  
(Fermented malt beverages allowed only at Jefferson, Koslo and Curtis Reed Square)*

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): Newbert Julie A  
Last First M.I.

Address: WI 54952 Phone: (920) 427

Area that beer and/or wine coolers can be consumed: Curtis Reed Square and Porto Potty Area Adjoining

Signature: Julie Newbert

## PARK FACILITY RENTAL FEES

### PARK FACILITY RENTAL

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

Pavilion/Shelter Fees	Resident	Non-Resident
<b>Jefferson Park</b>		
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 #1, 2, 3, 4 or 5 w/electric**	20.00	35.00
Picnic Area - no electricity	10.00	20.00
Pool Rental (1 hour)	155.00	155.00
<b>Smith Park</b>		
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
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	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

\*\* Picnic Areas 1-5 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 pickup 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	\$275.00
401-700	\$375.00
701+	\$500.00

### 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	\$ 50.00
3 Row Bleachers(in park)	\$ 25.00
3 Row Bleachers(out of park)	\$ 35.00
Picnic Table (each)	\$ 10.00
Bench (each)	\$ 4.00
Garbage Can (each)	\$ 4.00
Recycling Cart (each)	\$ 4.00

**SPECIAL EVENT PARK FACILITY RESERVATION FORM / BEER PERMIT**

Menasha Parks and Recreation Department  
 100 Main Street, 2<sup>nd</sup> Floor  
 Menasha, WI 54952-3190  
 Phone: (920)967-3640

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

Name of Event: Community Fest Date of Event: 7/4/21  
 Sponsoring Organization (if applicable): Menasha Athletic Association  
 Event Coordinator: Gary Coopman Daytime/Cell Phone#: 920-840-...  
 Street Address: \_\_\_\_\_ City: Menasha State: WI Zip: 54952  
 Time of Event: From \_\_\_\_\_ To \_\_\_\_\_ Anticipated Number of Event Attendees: 10,000

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

Will you be selling alcoholic beverages at your event?  Yes  No

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

There is a \$20 deposit due at the time of key pick up, which will be given back when the key is returned to the Parks and Recreation office.

Please indicate layout / key areas of your event on the included map.

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

**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.

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Signature: Gary Coopman / JS Date: 5-14-21

## BEER PERMIT

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(Fermented malt beverages allowed only at Jefferson, Koslo and Curtis Reed Square)*

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Permittee Name (please print): Gary Coopman Gary L  
Last First M.I.

Address: \_\_\_\_\_, Menasha Phone: 920-840-

Area that beer and/or wine coolers can be consumed: Inside fence area at Jefferson Park

Signature: Gary Coopman / JS

## PARK FACILITY RENTAL FEES

### PARK FACILITY RENTAL

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

Pavilion/Shelter Fees		Resident	Non-Resident
<b>Jefferson Park</b>			
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 #1, 2, 3, 4 or 5 w/electric**		20.00	35.00
Picnic Area - no electricity		10.00	20.00
Pool Rental (1 hour)		155.00	155.00
<b>Smith Park</b>			
Pavilion	1-99 people	80.00	100.00
	100 + people	110.00	145.00
Kitchen*		35.00	55.00
<b>Hart Park Shelter*</b>		35.00	65.00
<b>Clovis Grove Shelter*</b>		30.00	60.00
<b>Koslo Park Shelter (no electric)</b>		30.00	60.00
<b>Barker Farm Park Shelter</b>		35.00	65.00
<b>Curtis Reed Square</b>		30.00	60.00
<b>Bear Permit (Jefferson, Koslo &amp; Curtis Reed Square only)</b>		5.00	5.00
<b>Marina Terrace (on Main Street)</b>		20.00	20.00
<b>Amplifier w/microphone (per event/season) (Jefferson East/West Diamonds only)</b>		20.00	20.00
<b>Jefferson Volleyball Courts N &amp; S</b>		5.00/hour	5.00/hour
<b>Koslo, Municipal Beach, Smith Park VB Courts</b>		NC	NC
<b>Soccer Fields</b>		8.00/hour	8.00/hour
<b>Koslo Baseball Diamonds (with/without lights)</b>		75/game	75/game
<b>Softball Diamonds (with/without lights)</b>		15/game	15/game
<b>Large Tent Permit</b>		10.00	12.00
<b>Building/Shelter Key Deposit</b>		20.00	20.00

\* Indicates need for key

\*\* Picnic Areas 1-5 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 pickup 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	\$275.00
401-700	\$375.00
701+	\$500.00

### 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	\$ 50.00
3 Row Bleachers (in park)	\$ 25.00
3 Row Bleachers (out of park)	\$ 35.00
Picnic Table (each)	\$ 10.00
Bench (each)	\$ 4.00
Garbage Can (each)	\$ 4.00
Recycling Cart (each)	\$ 4.00





# SPECIAL EVENT PARK FACILITY RESERVATION FORM / BEER PERMIT

Menasha Parks and Recreation Department  
100 Main Street, 2<sup>nd</sup> Floor  
Menasha, WI 54952-3190  
Phone: (920)967-3640

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

Name of Event: Twisted Potions Scholarship Cruise - In Date of Event: August 19, 2021

Sponsoring Organization (if applicable): \_\_\_\_\_

Event Coordinator: Randall Thomson Daytime/Cell Phone#: 920-727-\_\_\_\_\_

Street Address: \_\_\_\_\_ City: Menasha State: WI Zip: 54952

Time of Event: From 2:00pm To 10:00pm Anticipated Number of Event Attendees: 1,000

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

Will you be selling alcoholic beverages at your event?  Yes  No

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

There is a \$20 deposit due at the time of key pick up, which will be given back when the key is returned to the Parks and Recreation office.

Please indicate layout / key areas of your event on the included map.

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

## HOLD HARMLESS AGREEMENT

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Signature: Nicholas J. [Signature]

Date: 2-8-2021

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Permittee Name (please print): Twisted Pistons Inc.

Last First M.I.

Address: - Menasha WI 54952 Phone: 920-727-

Area that beer and/or wine coolers can be consumed: Curtis Reed Square and Streets

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

## PARK FACILITY RENTAL FEES

### PARK FACILITY RENTAL

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

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200 AMP Panel	\$ 15.00
Heavy Duty Extension Cord	\$ 5.00
Stage (trailer only)	\$125.00
Stage with 2 rows	\$375.00
Stage Walls	\$ 50.00
3 Row Bleachers(in park)	\$ 25.00
3 Row Bleachers(out of park)	\$ 35.00
Picnic Table (each)	\$ 10.00
Bench (each)	\$ 4.00
Garbage Can (each)	\$ 4.00
Recycling Cart (each)	\$ 4.00



# SPECIAL EVENT PARK FACILITY RESERVATION FORM / BEER PERMIT

Menasha Parks and Recreation Department  
100 Main Street, 2<sup>nd</sup> Floor  
Menasha, WI 54952-3190  
Phone: (920)967-3640

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

Name of Event: FOX JAZZ FEST Date of Event: SEPT 4 + 5

Sponsoring Organization (if applicable): JAZZ CORNER SOCIETY

Event Coordinator: NOAH HARRISON Daytime/Cell Phone#: 920-540-

Street Address: \_\_\_\_\_ City: APPLETON State: WI Zip: 54915

Time of Event: From 10 A.M. To 7 P.M. Anticipated Number of Event Attendees: 2500, 3000

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

Will you be selling alcoholic beverages at your event?  Yes  No

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

There is a \$20 deposit due at the time of key pick up, which will be given back when the key is returned to the Parks and Recreation office.

Please indicate layout / key areas of your event on the included map.

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	<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	<input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool <input checked="" type="checkbox"/> Picnic Area # 4,5,7 Ballfield	<b>Smith Park</b> <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen	
<b>Hart Park</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<b>Koslo Park</b> <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	

## 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: NOAH HARRISON Date: 4/09/21

## BEER PERMIT


*For Consumption Only! SALE of Beer and/or Wine Requires a Temporary Class "B" License in Addition to this Permit  
(Fermented malt beverages allowed only at Jefferson, Koslo and Curtis Reed Square)*

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): HARMON NEAH S.  
Last First M.I.

Address: \_\_\_\_\_, WI 54915 Phone: 920-540-\_\_\_\_\_

Area that beer and/or wine coolers can be consumed: WITHIN ROPED PERIMETER

Signature: 

## PARK FACILITY RENTAL FEES

### PARK FACILITY RENTAL

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

Pavilion/Shelter Fees		Resident	Non-Resident
<b>Jefferson Park</b>			
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 #1, 2, 3, 4 or 5 w/electric**		20.00	35.00
Picnic Area - no electricity		10.00	20.00
Pool Rental (1 hour)		155.00	155.00
<b>Smith Park</b>			
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
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
<b>Jefferson Volleyball Courts N &amp; S</b>		5.00/hour	5.00/hour
<i>Koslo, Municipal Beach, Smith Park VB Courts</i>		NC	NC
<b>Soccer Fields</b>		8.00/hour	8.00/hour
<b>Koslo Baseball Diamonds (with/without lights)</b>		75/game	75/game
<b>Softball Diamonds (with/without lights)</b>		15/game	15/game
<b>Large Tent Permit</b>		10.00	12.00
<b>Building/Shelter Key Deposit</b>		20.00	20.00

\* Indicates need for key

\*\* Picnic Areas 1-5 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 pickup 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	\$275.00
401-700	\$375.00
701+	\$500.00

### 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	\$ 50.00
3 Row Bleachers(in park)	\$ 25.00
3 Row Bleachers(out of park)	\$ 35.00
Picnic Table (each)	\$ 10.00
Bench (each)	\$ 4.00
Garbage Can (each)	\$ 4.00
Recycling Cart (each)	\$ 4.00