

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**

Hart Park
700 7th St.
Menasha, WI 54952

**Tuesday, May 17, 2022
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 27, 2022 Regular Park Board Meeting
- E. DISCUSSION/ACTION ITEMS
 - 1. Approve Brews on 'Bago at Jefferson Park, June 9, July 14, August 11 and September 8, 2022
 - 2. Approve Menasha Wrestling Club (part of Communityfest) at Curtis Reed Square, July 3, 2022
 - 3. Approve MACS (part of Communityfest) at Jefferson Park, July 4, 2022
 - 4. Approve Midwest Sunsplash at Curtis Reed Square, July 22 and 23, 2022
 - 5. Approve Twisted Pistons at Curtis Reed Square, August 18, 2022
- F. REPORT OF DEPARTMENT HEAD/STAFF
 - 1. Department Report
- 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
City Hall
April 27, 2022
MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:01pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Brian Adesso, Ald. Ted Grade, T. Hale

MEMBERS EXCUSED: R. Dowling, T. Marshall

OTHERS PRESENT: PRD Megan Sackett, Blake Theisen (Parkitecture)

C. PUBLIC COMMENT/CORRESPONDENCE

None

D. MINUTES TO APPROVE

1. **Minutes of the March 15, 2022 Park Board Meeting:** Moved by Ald. T. Grade, seconded by B. Adesso to approve the minutes of the March 15, 2022 Park Board meeting.

E. DISCUSSION / ACTION ITEMS

1. **Jefferson Park Vision Plan:** Blake Theisen from Parkitecture presented playground elements to be considered as part of the Jefferson Park playground. The Park Board wants consideration to be given to inclusivity and accessibility of the playground, sponsor and donor recognition incorporation, a playground that serves ages 2-12, natural incorporation of shade and seating and the amount of people that playground will serve at any given time. Discussion was held on height and mass of the structure vs. a more spread out playground and type of surfacing. Theisen gave an overview of the proposed design process which will include public input next to guide the playground design concepts.
2. **Amendment to Park Ordinance 12-1 Park Regulations:** PRD Sackett reviewed the highlights of the Bird Scooter Program and the proposed ordinance changes. Discussion ensued regarding the allowed rate of speed on the trails and the ability to change the ordinance should there be concerns. Ald. Ted Grade made the motion, seconded by T. Hale to forward to council Ordinance O-04-22, amending Sections 12-1-1 and 12-1-14 of Park Regulations as presented, with the option to review at the end of the first season of the Bird pilot program at the end of 2022.

F. REPORT OF DEPARTMENT HEAD / STAFF

1. **Department Report:** See attached written report. It was also determined that with the warmer months ahead that the Park Board meetings will be held outdoors. The next meeting (May) will be at Hart Park.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

H. ADJOURNMENT

Motion by B. Adesso, seconded by T. Hale to adjourn at 8:45pm. Motion carried.

Staff Reports from the Parks, Recreation, Forestry & Cemeteries Department

May 2022

The Arbor Day celebration happened on Friday, April 29 at Menasha High School. Governor Evers joined us for the ceremony along with Rep. Lee Snodgrass, representatives from Menasha Utilities, UWO-Fox Cities, and Wisconsin DNR. A representative from Department of Workforce Development came to speak about the Youth Arborist Apprenticeship program. Following the ceremony, staff and volunteers from Jason's Tree Service and Heckrodt worked with Butte des Morts 4th Graders and Menasha High students to plant 25 trees on the streets adjacent to the High School.



RECREATION

Spring/Summer Preparations

Our summer registration is going strong with 66% of our programs already having one-half or more of their max capacity. AND, fifty-five of the 211 programs are at full capacity. It's so satisfying to see the interest in our programs and events!

Hiring continues for our summer staff positions. Fifteen Recreation staff and 27 pool staff have applied and there are still a few more outstanding job applicants. We'd really like to get three more lifeguards.

First staff training is May 17th. We have two lifeguard classes scheduled (first beginning on May 20) and a recertification class is also on the calendar.

We'll be promoting jobs, events and programs at the Spring into Summer event in Appleton hosted by United Way on May 21.

Recreation Programs

Our last &Me of the Spring was held on May 10 with 13 children and their caregivers. We will be bringing this program back in Fall.

Spring Into Rec will be a part of BlueJay Fest at the High School on May 21st. We will have a sampling of our many opportunities this summer with great activities.

Our first Pickleball Instruction class is wrapping up next week. It's been well attended but weather hasn't been too cooperative.

Archery has begun and we have a new experienced archer leading our program.

Home Alone/Baby Sitting class was held on May 11th with eleven students learning skills to stay at home alone during their day off of school.

Spring Tiny Tots ends on May 27th.

PARKS

Friendship trail LED upgrade is complete.

UPCOMING EVENTS

- May 14..... Play Tennis Midwest
- May 21..... Spring Into Rec
- May 20-22..... Lifeguard Class
- June 8..... City Carnival
- June 9..... Brews on 'Bago

BUILDINGS

Ceiling tiles have been installed at the PD and the Flooring is scheduled to be installed at the end of May

We now have both PD dehumidifiers installed, one on the first floor and one in the basement.

Key cores are now completed throughout the city, staff completed the last of them at Koslo, Pool, Clovis, Memorial Building and the few remaining pad locks.



SPECIAL EVENT PARK FACILITY RESERVATION FORM / BEER PERMIT

Menasha Parks and Recreation Department
100 Main Street, 2nd 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 9, July 14, Aug 11, & 18

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

Event Coordinator: Megan Sackett Daytime/Cell Phone#: _____

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

Time of Event: From 5p To 8p Anticipated Number of Event Attendees: 200

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):			
Barker Farm Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Jefferson Park <input checked="" type="checkbox"/> Pavilion <input 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	

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: Marina A. Eidman Date: 5/13/22
Menasha Rotary

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): Erdman Marcia
Last First M.I.

Address: _____ Phone: _____

Area that beer and/or wine coolers can be consumed: Jefferson Park Pavilion / grassy area nearby

Signature: Marcia A. Erdman menasha Rotary

PARK FACILITY RENTAL FEES

PARK FACILITY RENTAL

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

Pavillion/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 #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
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)		20.00	20.00
<i>(Jefferson East/West Diamonds only)</i>			
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, 2nd 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: July 3, 2022
Sponsoring Organization (if applicable): Menasha Wrestling
Event Coordinator: Darin Schoening / Ryan Quirk Daytime/Cell Phone#: 1
Street Address: _____ City: Appleton State: WI Zip: 54915
Time of Event: From 4pm To 10pm Anticipated Number of Event Attendees: _____

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):			
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	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 <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

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: D-28 Date: 2-23-2022

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)

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Permittee Name(please print): Schoening Darin T
Last First M.I.

Address: Appleton WI 54915 Phone: _____

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

Signature: [Signature]

PARK FACILITY RENTAL FEES

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 #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
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
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)		20.00	20.00
<i>(Jefferson East/West Diamonds only)</i>			
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
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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, 2nd Floor
Menasha, WI 54952-3190
Phone: (920)967-3840

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

Name of Event: CommunityFest 2022 Date of Event: 7/4/2022
Sponsoring Organization (if applicable): City of Menasha / Menasha Athletic Association
Event Coordinator: Gary Coopman Daytime/Cell Phone#:
Street Address: City: Menasha State: WI Zip: 54952
Time of Event: From 7:00 am To 11:59 pm 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):			
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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
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HOLD HARMLESS AGREEMENT

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Signature: Gary Coopman

Date: 5/12/2022

BEER PERMIT

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

Address: _____ Menasha WI 54952 Phone: _____

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

Signature: Gary Coopman

PARK FACILITY RENTAL FEES

PARK FACILITY RENTAL

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

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SPECIAL EVENTS

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SPECIAL EVENT PARK FACILITY RESERVATION FORM / BEER PERMIT

Menasha Parks and Recreation Department
100 Main Street, 2nd 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: MUSICAL FESTIVAL Date of Event: JULY 22-23, 2022
Sponsoring Organization (if applicable): YOUTH GO
Event Coordinator: KELLY HICKS + BITA KOTCHAYAN Daytime/Cell Phone#:
Street Address: City: NEENAH State: WI Zip: 54956
Time of Event: From 6-11 FRI To NOON-11 SAT Anticipated Number of Event Attendees: 1000

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

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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
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Signature: [Signature] Date: 4/21/22

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): YOUTH CO / KELLY HICKS
Last First M.I.

Address: 1200 E. WISCONSIN, NEENAH, WI Phone: 735-1111

Area that beer and/or wine coolers can be consumed: MAIN ST + CURTIS REED PARK

Signature: _____

PARK FACILITY RENTAL FEES

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 #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
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	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, 2nd 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 Pistons Scholarship Cruise-In Date of Event: August 18, 2022

Sponsoring Organization (if applicable): _____

Event Coordinator: Randall Thomson Daytime/Cell Phone#: 920-967-1234

Street Address: _____ City: Menasha State: WI Zip: 54952

Time of Event: From 2:00 pm To 10:00 pm 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):			
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	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 checked="" 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: *Randall Thomson* Date: 3-1-2022

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Permittee Name(please print): Twisted Pistons Inc.

Last

First

M.I.

Address: _____

- Menasha WI 54952

Phone: _____

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

Curtis Reed Square and Main Street

Signature: _____

PARK FACILITY RENTAL FEES

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