PARK FACILITY RESERVATION FORM / BEER PERMIT

Menasha Parks and Recreation Department
100 Main Street, Suite 200 ● Menasha, WI 54952-3190
(920)967-3640 ● Office Hours 8:00am-4:00pm; Monday-Friday

Event Type: _____ Anticipated Group Size: _____ Date of Event: _____

Company/Organization (if applicable): _____

Person in Charge: _____ Daytime/Cell Phone #: _____

Street Address: _____ City: _____ State/Zip Code: _____

Contact email address: _____

Time set-up for event will start: _____ Event notes: _____

FACILITY	Resident	Non-Resident	Fees are per day unless otherwise stated.
JEFFERSON PARK (915 Third Street)			Electricity in pavilion and kitchen. Kitchen has full refrigerator, microwave, double sink, pass-through serving area. Eighteen (18) picnic tables, and stand-up pub tables. Restrooms are part of building. Capacity approximately 200 people.
❒ **Menasha Corp. Pavilion**	$150.00	$200.00	
❒ **Kitchen**	$35.00	$65.00	
❒ **Bocce Ball Set Rental**	$ 5.00	$10.00	*There is a $25 deposit due when picking up a bocce ball set. This is in addition to the rental fee.*
❒ **Menasha Corp Pavilion/Social Space**	$400.00	$550.00	Social Space includes stage, outdoor seating, firepits and bocce ball courts.
❒ **Kitchen**	$35.00	$65.00	
❒ **Jefferson Landing Pavilion**	$100.00	$150.00	Electricity in pavilion and kitchen. Eleven (11) picnic tables. Kitchen has full refrigerator, microwave, double sink, and pass-through serving area. Restrooms are part of building. Capacity approximately 75 people.
❒ **Kitchen**	$35.00	$65.00	
❒ **Launch Shelter**	$25.00	$55.00	Two (2) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 25 people.
❒ **Picnic Area #1, 2 or 3** (no electricity)	$10.00	$40.00	
❒ **Picnic Area #1, 2 or 3** (w/electricity)	$20.00	$50.00	Key required to access electricity.
SMITH PARK (338 Cleveland Street)			Electricity in pavilion and kitchen. Kitchen has refrigerator, stove, microwave, and pass-through serving area. Twenty-eight (28) picnic tables. Restrooms are part of the building. 12'x18' stage in pavilion. Capacity approximately 200 people.
❒ **Pavilion**	$125.00	$175.00	
❒ **Kitchen**	$35.00	$65.00	
❒ **Gardens/Gazebo**	$300.00	$450.00	Includes 50 park-style benches. Pavilion can be reserved in case of inclement weather (renter responsible for set-up) or used for reception (no alcohol allowed).
❒ **Gardens/Gazebo with Pavilion**	$375.00	$525.00	
❒ **Memorial Building** (pre-ceremony use)	$20.00/hr	$50.00/hr	Use of 1st floor only
BARKER FARM PARK (2170 Plank Road)			Six (6) picnic tables. Restrooms are part of the building. Electricity available. Capacity approximately 30 people.
❒ **Shelter**	$35.00	$65.00	
CLOVIS GROVE PARK (1000 Visgro Street)			Six (6) picnic tables. Restrooms are part of the building. Electricity available. Capacity approximately 30 people.
❒ **Shelter**	$35.00	$65.00	
HART PARK (700 Seventh Street)			Four (4) picnic tables. Restrooms are part of the building. Heated/can be rented in cold weather when not being used as ice rink warming house. Electricity available. Capacity approximately 30 people.
❒ **Shelter**	$35.00	$65.00	
KOSLO PARK (1200 Geneva Road)			Five (5) picnic tables. Temporary restrooms nearby. Capacity approximately 30 people.
❒ **Shelter** (no electricity)	$30.00	$60.00	
SHEPARD PARK (100 Mathewson Street)			Four (4) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 30 people.
❒ **Shelter**	$35.00	$65.00	
PARK OPEN SPACE	$25.00	$55.00	A Park Open Space fee will apply when additional areas are needed for tents, dunk tanks, bounce houses, etc. Approx. area 40'x60'. Please note that this is in addition to the tent permit that will also apply if having a tent or bounce house.
❒ *Location:*			
BEER/WINE PERMIT (allowed only at Barker Farm, Jefferson, Koslo Parks)	$5.00	$5.00	A permit must be obtained before beer or wine can be consumed in one of these parks.
TENT PERMIT (Tents larger than 10x10')	$10.00	$10.00	Renter is responsible for contacting Diggers Hotline.
KEY DEPOSIT (Cash or check only)	$25.00	$25.00	Deposit is due when picking up key (up to two (2) days prior to rental) and will be given back when key is returned to our office (no later than two (2) days after rental).
PICNIC TABLES (Each)	$7.00	$7.00	Additional picnic tables are available if more than what is at the site is needed.
GARBAGE or RECYCLING CART (Each)	$4.00	$4.00	Additional carts are available if more than what is at the site is needed.

HOLD HARMLESS AGREEMENT

I agree to abide by the rules set by Menasha Parks and Recreation Department and to save and hold harmless the City of Menasha 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 any and all liability of the City of Menasha to include costs of defense and attorneys' fees and/or 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 agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks and choose not to negotiate any terms of this agreement.

Signature: _____ **Date:** _____

BEER/WINE PERMIT

(Allowed at Barker Farm, Jefferson, Koslo, and Curtis Reed Square)

Sale* of Fermented Malt Beverages Requires a Temporary Class "B" License in Addition to this Permit *(See City Clerk)

The below named assumes responsibility for exercising control over attendees' behavior at the event. **This person or designee must be present for the duration of the event.** The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES. This permit allows beer and wine only. No hard liquor or glass containers.**

Permittee Name: (print) _____ DOB: _____

Last First M.I.

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

Signature: _____

RENTAL POLICIES AND REGULATIONS

RESERVING A FACILITY: Facility reservations can be made at the Parks and Recreation Office, 2nd Floor, City Hall, Monday-Friday, 8:00am-4:00pm. Groups affiliated with City of Menasha families, organizations and businesses can reserve park facilities for rentals within that calendar year starting the first working day in January. Non-city groups can reserve facilities starting the first working day in February. Reservations must be made at least 72 hours in advance and fees paid in full at the time of application. **Telephone reservations or "holding" a date will not be accepted.**

DETERMINING FEES FOR A RESIDENT RESERVATION: Menasha has fee reciprocity with City of Appleton and Fox Crossing for many City Parks and Recreation services. To be granted resident fee status, a rental/reservation must be sponsored by a City of Menasha, Appleton, or Fox Crossing resident, business or organization. **Only City of Menasha residents/organizations are eligible for the early reservation period.**

PARK HOURS: The City of Menasha park pavilions and shelters are available to rent for use May 1-September 30. Park hours are 6:00am-11:00pm (hours at Hart Park are 7:00am-10:00pm). Premises must be cleaned and vacated by park close time. **Under no circumstances will you be allowed to place items in the kitchen/refrigerator prior to your date of rental.**

CANCELLATION / REFUND POLICY: Failure to cancel a reservation at least fourteen (14) days in advance will result in forfeiture of the entire rental fee. If an event is cancelled prior to fourteen (14) days in advance, the group will forfeit a $10 administrative fee, which will be deducted from the refund. One-time rescheduling of an event will be accepted if arrangements are made at least fourteen (14) days prior to the original booking date.

KEYS: Keys may be obtained for kitchen areas and shelters with electricity from the MPRD office no earlier than two business days prior to the event and returned no later than two business days after the event. **There will be a $25 deposit fee (cash or check at time of receiving key) for all keys.** This deposit will be returned when keys are brought back to our office.

CONSUMING ALCOHOLIC BEVERAGES: Fermented malt beverages may be consumed only in Barker Farm Park, Jefferson Park, and Koslo Park. *Glass bottles/containers are not allowed in any city park.* Before beer or wine can be consumed in one of these parks, 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.

DECORATING INFORMATION: All decorations/signage used must be held in place with adhesive putty (no tape, staples, tacks or nails are permitted) and must be removed after your event. Signs, banners, décor, etc. wrongfully attached will be removed by Park staff. ***Throwing silk flower petals or other non-biodegradable items is prohibited. Using such items may result in the responsible party being invoiced for clean-up.***

CLEAN UP & DAMAGE POLICY: Renter is responsible for cleaning kitchen and all areas utilized, including wiping off picnic tables, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any clean-up, losses, or damages. The City of Menasha is not responsible for any equipment or other items left in the pavilion. Removal of City property from the facility is prohibited. Please note: Cleaning supplies/brooms are not available at our facilities.

SETTING UP TENTS OR INFLATABLES: Groups planning to pound stakes, etc. below ground shall contact **Digger's Hotline at 811** at least five (5) days prior to their event. (Small pop-up tents usually do not fall under this category.) Stakes shall not be pounded into asphalt surfaces. A Park Openspace fee will be assessed. Large tent questions should be directed to Neenah-Menasha Fire Rescue at (920)886-6200.

AMPLIFIED SOUND SYSTEM: No voice or music amplifying system shall be allowed in any of the parks without permission from the Parks and Recreation Director. Voice or music amplifying equipment must be controlled so that sound is not heard beyond the confines of the park. Note that a strong wind and its direction will cause sound to carry further and may become objectionable to neighbors. Violators will be warned and/or cited by the Menasha Police Department.

NON-PROFIT POLICY: Any non-profit groups registered as a 501(c)(3) or (4) organization are eligible to receive up to a 50% discount on park building and related equipment rentals (excluding the PA system), and picnic areas.