

Memo

To: Village Board

From: Chris Clark, Director of Parks, Recreation, & Forestry

Re: Special Event Authorization for a Fundraising Benefit at Green Isle Park.

Date: July 21, 2015

Name of Organization/Person:

Help Colleen Fight / Lindsay Malchow

Purpose of Event:

Fundraising benefit by the Malchow family to help pay medical bills for their mother who has cancer.

Location of Event:

Green Isle Park pavilion

Date(s) and Time(s) of Event:

Sunday, October 25, 2015 from 12 pm to 5 pm

Recurring Event:

☐ Yes

☒ No

Alcohol Sales Request:

☐ Yes

☒ No

Vending/Concessions/Admission Fees:

☒ Yes

☐ No

They would like to sell raffle tickets, booyah, water, and soda. All proceeds to go toward medical bills.

Per Village Policy No. 16 ...

Sales, Admission Fees - No person shall vend, sell or offer for sale any food, beverage, or commodity or article within any park to the public without authorization of the Village Board. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.

Other Requests:

Background Information:

Attachments:

Green Isle Park Rental Contract

Green Isle Park Pavilion/Gazebo Rental Contract

The heated Pavilion fee covers kitchen facilities with stove, oven, and refrigerator, electricity, gas fireplace, tables and chairs to seat approximately 150 people, and the use of the gazebo and grill. **The maximum capacity is 199.**

1. Name of group or Individual: Lindsay Malchow
2. Reservation Day/Date: Oct 25th 2015 12 pm 5 pm
(Day) (Date) (From) (To)
3. Will you be renting: X Pavilion only Pavilion & Gazebo Gazebo only
4. Will you allow another party to rent the Gazebo (1 hr) during your Pavilion rental? Yes/No
** If yes to question #4, please give times the Gazebo is available: _____
(From) (To)

Note: Please understand that if the Pavilion is rented, that party has first choice in using the Gazebo. If they do not choose to use the Gazebo, this facility can be rented out separately by another party.

6. Type of Reservation (Wedding, reunion, picnic, etc): benefit Approx # people (Maximum 199): 199

SPECIAL EVENTS OPEN TO THE PUBLIC: For events open to the general public, such as a charity run, craft show, fund raiser, or a service organization function for 150+, special arrangements must be made including your possibility of having to arrange for private trash removal and getting Village Board approval for the rental. Please call 448-2804 well before your rental to discuss details.

SALES, ADMISSION FEES: NO PERSON shall vend, sell, or offer for sale any food, beverage, or other commodity or article within any park to the public without authorization from the Village Board. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/ licenses for their function.

NO admission fee, donation, contribution, or other charge shall be made or permitted to be made or collected by the person/organization hereunder for admission to the rental facility without authorization of the Village Board. If either of the provisions are violated, the premises shall be vacated immediately and all rights hereunder forfeited.
Contact Brad Lange, Village Administrator, for more information on obtaining Village Board Approval.

Music played outside the pavilion may require a noise-variance permit per ordinance #5.07. Please contact the village clerk-treasure 4-6 weeks before your rental on obtaining Village Board Approval.

FERMENTED MALT BEVERAGES CANNOT BE SOLD AT THE EVENT NOR SERVED TO MINORS.

Exception: A temporary Class "B" (picnic) beer license and a temporary Class "B" (picnic) wine license may be issued only to "bona fide" clubs, fair associations or agricultural societies, churches, lodges or societies that have been in Existence for at least six months, and to veterans organizations. An individual, partnership or business corporation is not eligible for a picnic license. State Statutes 125.26 (6) and 125.51 (10). For more information contact Brad Lange, Village Administrator, at 448-2800.

I understand the stated policies as listed above and on the reverse side, and agree to the terms.
Signature: Lindsay Malchow Address: 2423 Downy St

Daytime Phone: 920-764-0557 City, State, Zip: Green Bay, WI 54303

Email Address: lindsaymalchow@yahoo.com

Cleaning Deposit check made payable to: Lindsay Malchow
(If different than above).

FOR OFFICE USE ONLY

Pavilion Deposit: \$40.00	_____	_____	_____
	(Amount)	(Date Pd)	(Rec #)
Gazebo Rental/\$10.55 per hour	_____	_____	_____
	(Amt Pd)	(Date Pd)	(Rec #)
Balance Due:	_____	_____	_____
	(Amount)	(Date Pd)	(Rec #)
Cleaning Deposit: \$250.00	_____	_____	_____
	(Date Paid)	(Rec #)	
Cleaning Deposit Returned:	_____	_____	_____
	(Date)	(Check #)	

(Authorized Department Signature)