

Memo

To: Village Board

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

Re: Authorization to Charge an Admission Fee for a Fundraiser for the Democratic Party of Brown County

Date: August 15, 2017

Name of Organization/Person:

Democratic Party of Brown County/ Kelsey Prescott

Purpose of Event:

Fundraising steak fry for the Democratic Party of Brown County

Location of Event:

Green Isle Park pavilion

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

Friday, October 1, 2017 from 4:00 pm – 9:00 pm

Recurring Event: Yes No

Alcohol Sales Request: Yes No

Vending/Concessions/Admission Fees: Yes No

The group will be charging a \$35 per plate fee for a steak fry as a fundraiser for the Democratic Party of Brown County.

Per Village Policy No. 16, 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.

Other Requests:

Attachments:

Application



Complete the following information:

Name of Group or Individual: KELSEY PRESLOTT

Please Check the Category you or your group is associated with (Category Descriptions Below):

- Category 1, Category 2 (checked), Category 3

Email: KROSEYCORN@GMAIL.COM

Address: 724 BORDEAUX RWE

City/State/Zip: ALLOUEZ WI 54301

Primary Phone: 920-569-9912

Other Phone:

FACILITY RENTAL INFORMATION

- Open Air Shelters: Kiwanis, Langlade
Gazebos: Wiese Gazebo East, Wiese Gazebo West
Enclosed facilities: Community Center, Village Hall (No Online Rental), Green Isle Park (checked)

Date of Event: Oct 1, Open to the Public (checked)

If open to the public, a Certificate of Insurance is required. See rental policies and procedures.

Reserve Time: Start Time: 4 am/pm, End Time: 10 am/pm

Reserve time includes setup and cleanup

Type of Rental (i.e. wedding, party, reunion, etc.): FUNDRAISER

Number of persons attending: 100

RENTAL DETAILS:

Will alcoholic beverages be served? YES (checked), NO

Do you plan to sell alcohol? YES, NO (checked)
**If yes a temporary liquor license is required through the village clerk.

Will there be amplified sound/music (i.e. live band, DJ, stereo system, etc.) YES (checked), NO
*Noise policy guidelines attached.

If yes, what type: audio

What time? From 4 am/pm to 9 am/pm

Will you use a grill/fryer, hooyah kettle or other cooking utility? YES (checked), NO

Will you be selling any goods? YES, NO
**If yes a vendor permit is required and village board approval.

Category Descriptions

Category 1: Government Agencies, Non-Profit Organizations, Recreational Groups within the Village of Allouez.
*Category 1 groups must make reservation at Village Hall and must show proof of exempt status at time of reservation.

Category 2: Village of Allouez Residents, Charitable Groups within the Village of Allouez, Schools.

Category 3: Non-Residents of Allouez, For-Profit Businesses.

Examples:

Government Agencies: Department of Transportation, Department of Natural Resources, Brown County Library.

Non-Profit Organizations: (any group with 501 (c) (3) status): Boy/Girl Scouts, Youth Association Groups, YMCA.

Charitable Groups within the Village of Allouez: (any group without 501 (c) (3) status): Special Interest Groups, Church Organizations, Sports Teams/Clubs.

Non-Residents of Allouez: Any individual who lives outside of the Allouez Village limits.

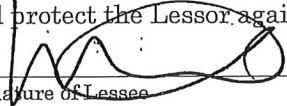
For-Profit Businesses: Any group or individual who operates for a profit.



VILLAGE OF ALLOUEZ
 FACILITY RENTAL APPLICATION
 RESERVATION FEES

The Lessee agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods. The Lessee hereby agrees to remit the rental fee and be held responsible for any and all damages to persons, property, and premises.

Lessee shall indemnify and hold harmless the Lessor from any and all damage, loss, liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways or walks adjacent thereto, by reason of any injury to persons or property caused or alleged to be caused by any act or omission, neglect, or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the Lessee to the premises. The Lessee will, at his, her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands, including attorney's fees.

Signature of Lessee:  Date: 8/9/17

FOR OFFICE USE ONLY: Approved by: _____	Date: _____
Rental Fee: \$ _____	Date Paid: _____ Receipt #: _____
Security Deposit: \$ _____	Date Paid: _____ Receipt #: _____
Security Deposit Returned Date: _____	Check #: _____
Date Key Issued: _____	Date Key returned: _____

RENTAL FEES

(All Fees & Deposits are due at time of reservation!)

	Category 1	Category 2	Category 3
Green Isle Park: Available Sun-Sat 9:00 am -10:00 pm			
½ Day A.M. Rental: 9:00am-3:00pm	\$120	\$120	\$150
½ Day P.M. Rental: 4:00pm-10:00pm	\$120	\$120	\$150
Full Day Rental: 9:00am-10:00pm	\$200	\$200	\$260
Hourly Rental	\$20 per Hour	N/A	N/A
Refundable Security Deposit	\$250	\$250	\$250
Community Center: Available Mon-Fri 4:00pm-10:00pm Sat & Sun 11:00am-10:00pm			
Mon-Fri Rental	\$35	\$35	\$45
Sat or Sun Full Day Rental	\$75	\$75	\$100
Hourly Rental *Max 4 hour rental only	\$7 per hour	N/A	N/A
Refundable Security Deposit	\$100	\$100	\$100
Village Hall: Available Mon-Fri 7:30am-3:30pm Sat & Sun 10:00am-6:00pm			
Mon-Fri Rental	\$0	\$50	\$75
Weekday After Hours Hourly Rental *Max 4 hour rental..	\$7 per hour	N/A	N/A
Saturday & Sunday Full Day Rental	\$25	\$75	\$100
Refundable Security Deposit	\$100	\$100	\$100
Open Air Shelter & Gazebos: Sun-Sat 9:00 am -10:00 pm *Open Air Shelters at Kiwanis & Langlade, *Gazebos at Wiese Park East & West			
Full Day Rental: 9:00am-10:00pm	\$35	\$35	\$45
Refundable Security Deposit	\$100	\$100	\$100

*Interested in renting a park facility that is not listed please call the Allouez Parks, Recreation, & Forestry Dept. at: (920)448-2804