PROGRAM REGISTRATION & FACILITY RENTAL FORM
VILLAGE OF HOWARD

2456 Glendale Avenue, Green Bay, WI 54313 • (920) 434-4640 • villageofhoward.com

To Get Started, Please Set Up a Family/User Account:

Head of Household/Responsible Party Micki Klein Birthdate 8/6/74 Gender F

Family Information

Company/Organization Name (if any) Riah's Rainbow

Street Address PO Box 253 Suamico WI 54173 City OR 2100 Memorial Dr. Apt 111 Green Bay Zip Code 54303

Primary Phone 920-362-2131 Secondary Phone — Other Phone —

Primary Email Address mickiklein@riahsrainbow.org

Howard Resident? [X] Yes ☐ No, I am a Resident of: ☐ Green Bay ☐ Suamico ☐ De Pere ☐ Bellevue ☐ Ashwaubenon ☐ Allouez ☐ Oneida ☐ Pulaski ☐ Hobart ☐ Other

Family Emergency Contact Mike Dagel Relationship Father

Primary Phone 920-434-6700 Secondary Phone Other Phone

PROGRAM REGISTRATION INFORMATION

Household Members	Gender	Birthdate	Program Name if Registering for a Class Today	Course #	Fee
				Total Program Fees	

I understand participation in Leisure Services programs involves an element of risk or danger for all participants and may cause serious injury, death or property loss. I agree to assume these risks for my family and release the Village of Howard, its employees and other participants from any liability for injuries and damages sustained while participating in these programs. I understand a physician's approval is encouraged prior to participation. For program promotion purposes, photographs may be taken of participants from time to time and used in Village recreation publications. If you do not wish to have photographs taken or do not want your or your child's photographs in Village publications, please notify the photographer and/or program instructor. I am providing personal information solely for the purpose of participating in Howard Leisure Services Programs, and would not provide this information otherwise, and do not wish this information to be shared with parties outside of the Howard Leisure Services Department.

Signature Micki Klein Date 11-25-13

FACILITY RENTAL INFORMATION

Facility:

- [X] Meadowbrook Pavilion
- [X] Meadowbrook Open-Air Shelter
- ☐ Pinewood Enclosed Shelter
- ☐ Akzo Nobel Sports Complex Open-Air Shelter (at diamonds)
- ☐ Village Hall Community Center
- ☐ Village Hall Activity Room
- ☐ Village Hall Duck Creek Conference Room
- ☐ Other: _____

RENTAL DETAILS:

Will alcoholic beverages be served? [X] Yes [ ] No

Will alcoholic beverages be sold? [ ] Yes [X] No

If yes, a permit is required from the Village Hall.

Will there be amplified sound of any kind? (live band, dj, stereo system, etc.) [X] Yes [ ] No

If yes, what type DJ, Live Band

Where will it be located Enclosed Pavilion - left side grassy area

What time? From 12 am/pm to 3 am/pm

If yes, it CANNOT be heard by any neighbors. Must comply with Village Ordinance 24-282 and 24-283.

Will there be inflatables, tents and/or canopies? [X] Yes [ ] No

Location must be approved. Tents only allowed on South side of shelter.

Will you use a grill, fryer, booyah kettle or other cooking utility? [X] Yes [ ] No

If yes, what type Booyah Kettle

Will the exterior electricity be used? [X] Yes [ ] No

Will exterior water be used? [X] Yes [ ] No

Day and Date of Rental: Sat. May 10, 2014 Private Event [ ] Open to the Public* [X]

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

Event Time: from 7:45 am/pm to 3 am/pm Reserve Time: from 6 am/pm to 5 am/pm

Reserve time includes setup and cleanup.

Use Type: □Family Party □Wedding Reception □Meeting ☒Event □Other _____

Maximum # of Participants Expected: 300 (Not to exceed building capacities)

Request for Special Arrangements or Setup: tables out of Storage - Kickballs

As the official user or authorized designee of the above group, I hereby agree to accept the responsibility for the observance of all ordinances, regulations and policies established by the Village of Howard governing the use of all parks and recreational facilities. I furthermore accept full responsibility for any damages or excessive cleanup expenses that may be incurred as a result of the use of the above shelter or facility by myself or by those that I represent. I have received a copy of the Village of Howard rental policies and procedures and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. ***As the responsible party, I agree to be present at all times during the rental with this rental form in my possession. During the rental, this form and the corresponding rules must be provided to any village official upon request.***

Signature: Michael Klein Date: 11-25-13

FACILITY RENTAL FEES

	Category 1		Category 2		Category 3	
	Mon-Thurs	Fri-Sun	Mon-Thurs	Fri-Sun	Mon-Thurs	Fri-Sun
Meadowbrook Pavilion	$0	$40	$75	$100	$100	$150
Meadowbrook Open Air Shelter	$0	$15	$30	$50	$50	$75
Pinewood Enclosed Shelter	$0	$25	$50	$75	$75	$115
Akzo Nobel Sports Complex Open Air Shelter	$0	$15	$30	$50	$50	$75
Village Hall Community Center						
up to 4 hours	$0	$25	$50	$75	$75	$115
whole day	$0	$50	$100	$150	$150	$225
Village Hall Activity Room						
up to 4 hours	$0	$20	$40	$50	$50	$75
whole day	$0	$40	$80	$100	$100	$150
Village Hall Duck Creek Conference Room	$0	$0	$30	$30	$50	$50
Security Deposit	$75	$75	$75	$75	$75	$75

Category 1: Government Agencies, Non-Profit Organizations
Category 2: Village of Howard Residents, Charitable Groups within the Village of Howard, Schools
Category 3: Non-Residents of Howard, For-Profit Businesses

Examples

Government Agency: Department of Transportation, Department of Natural Resources, Brown County Library
Non-Profit Organization (any group with 501(c)(3) status): Howard Suamico Community Band, Duck Creek Softball Association, Howard Suamico Youth Soccer Association, Howard Hurricanes Soccer Club, Howard Suamico Pulaski Hockey Association, Howard Suamico Historical Society, Boy/Girl Scouts, YMCA, American Diabetes Association, Service Clubs
Charitable Groups within the Village of Howard (any group without 501(c)(3) status): Howard Youth Sports Association, Special Interest Groups, Church Organizations, Ignite Youth Center, Sports Teams/Clubs
Schools: Howard Suamico School District, St. John the Baptist School, Home School, Northeast Wisconsin Technical College, University of Wisconsin-Green Bay
Non-Residents of Howard: Any individual who lives outside of the Howard Village limits
For-Profit Businesses: Any group or individual who operates for a profit

Revised 9/30/2010

Office Use Only

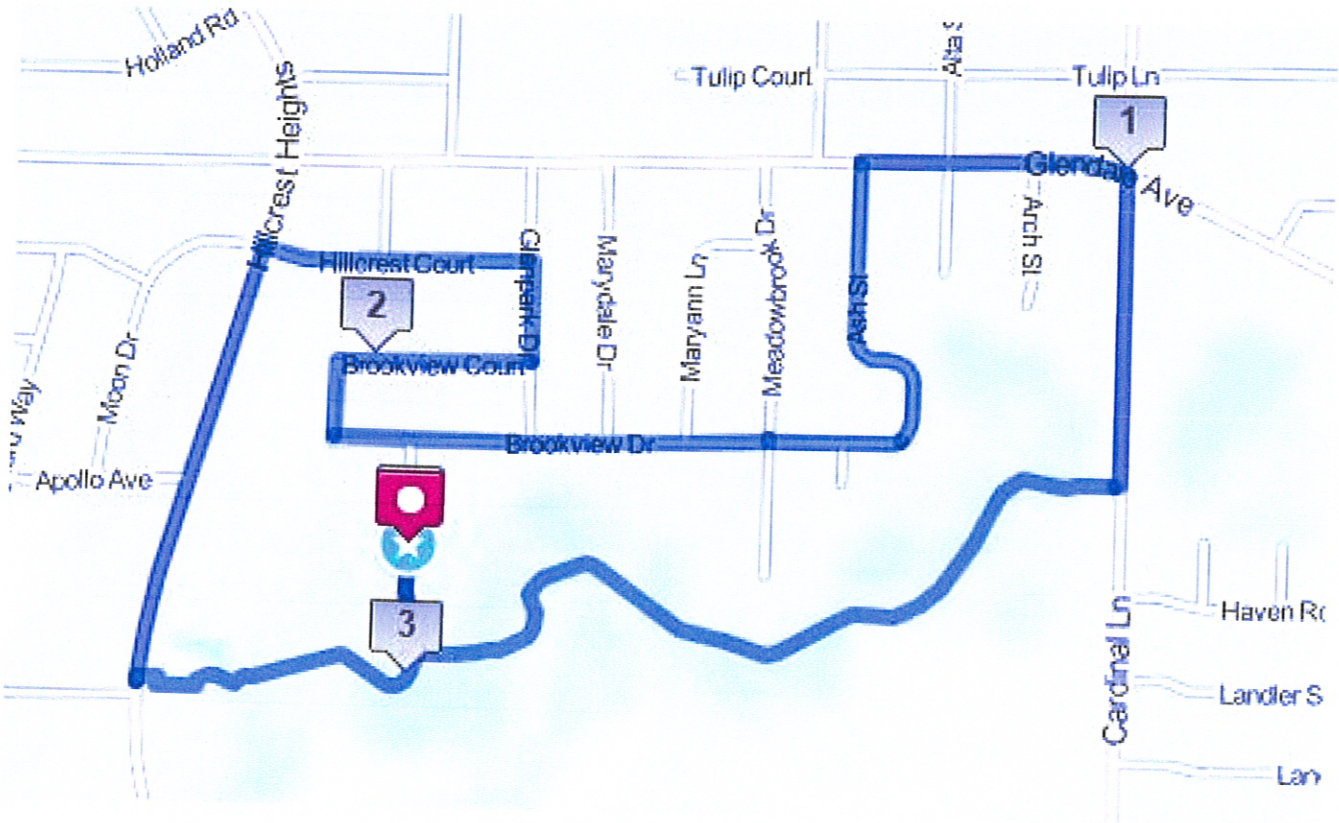
Total Rental Fees: _____ Key # Issued: _____

Security Deposit: _____ Door Code : _____ #

Total Program Fees: _____ *Date Key Issued:* _____

Grand Total Due: _____ Date Key Returned: _____

Runner's Course



Walker's Course

To see all the details that are visible on the screen, use the "Print" link next to the map.

5th Annual Miles for Smiles Family Fun Event
May 10th, 2014
Benefiting Riah's Rainbow

Purpose of Event

To raise funds to support Riah's Rainbow, a IRS registered non-profit 501 (c)(3) organization, committed to bringing the creative world to children in hospitals across the United States by providing coloring books, crayons, paints, markers, crafts, etc.; raising awareness for Diffuse Intrinsic Pontine Glioma, and funding research for a cure.

Number of People Attending

Our ultimate goal would be to have 300-325 registered attendees. This number would also include volunteers for the event.

Area of Use

The area in which Riah's Rainbow would like to hold the 5th Annual Miles for Smiles Family Fun Event is Meadowbrook Park Pavilion for registration and information on our organization, part of trail for the run/walk, surrounding grassy areas for bounce house set up, dunk tank and sumo wrestling, tent set up for children's activities; the playground equipment (next to the pavilion) for our younger guests to enjoy, and an area that can be used for entertainment (DJ set up for the Emcee). We would also need the open pavilion with the baseball diamond for our kickball game. An area, which would be determined by the VOH, for a horse petting area, is also needed. The band would need to set up near the pavilion due to the need for outlets. See illustration included for all entertainment locations.

The Run/Walk starting line will be the start of the walking trail near the enclosed pavilion. The finish line will be the entrance into the parking lot from Charles St. We will also have 2 water stations set up on the course with a nurse to ensure participants' safety.

The course for the Run/Walk is included with this application.

Clean Up Plan & Garbage Removal

The volunteers and board members of Riah's Rainbow will clean up the area in which the event will take place; the trails, the pavilion, the open shelter, the baseball diamonds, the grassy areas, etc. We will bring our own trash bags and bring those trash bags back home with us at the end of the day. The area will be as clean as when we entered the premises on the day of set up.

Crowd Control Plan

The plan is to have open registration from 7:30-8:45 am and then have the Run/Walk start at 9:15 am. People who have already pre-registered shouldn't get there until closer to the time the event starts and all they would need to do is come into the pavilion, tell us their name and pick up their t-shirt. Walk-in registrants will have a longer time in the pavilion due to filling out a registration sheet, handing over money and possibly getting a t-shirt. All registrants will then have enough room outside before the event starts to socialize. Most of the crowd will be in the pavilion or lining up for the start of the Run/Walk.

We will contact the public safety department, Ed Janke, and comply with rules/laws that need to be governed in regards to safety on public streets.

We will also have volunteers all over the area to direct participants to ensure their safety as well.

At noon, the crowd for the band will gather in the grassy area on the right side of the pavilion.

The kickball game will begin at 1:00 pm at the baseball diamonds located at either end of the park. The crowd that gathers will be on the grassy areas around the diamonds.

Parking

Parking for this event shouldn't be an issue. There are plenty of parking spaces by the pavilion area and also at the southwest end of the park. If there is an overflow there are side streets near the park that participants can park and walk if needed to the event.

Portable Toilets

Due to the number of participants expected, the hours we will be having the event and also the serving of beer; Riah's Rainbow will be renting 2 additional porta pottys for our guests.

Impact of Turf/Weather Conditions & Restoration

Riah's Rainbow, Inc. will solely be responsible for any damage it causes on the day of the event.

Services Provided at the Event

The 5th Annual Miles for Smiles Family Fun Event has planned to have many activities: 9 am to noon will be the Family Fun Event; noon to 3pm will be the Celebration of the 5 year anniversary of Miles for Smiles & Riah's Rainbow.

- Coffee & Bagels available before the event.
- Pre-registered walkers will receive a free t-shirt the day of the event. A registration table will be set up in the pavilion for walk-in registrants.
- There will be a 2.5 mile walk. Along the course (in the park) we will have ground posters of childhood cancer facts. Attached to each poster will be balloons.
- There will be a 3 mile Run (course description included). There will be signs on every corner as well as traffic controllers to ensure safety.
- Children's area to include: Bounce house, face painting, craft station, a magician, and sumo wrestling area, dunk tank and kid's games.
- Awareness Table with items to purchase: bracelets, t-shirts, tote bags, etc. inside the pavilion.
- Bucket Raffle & silent auction will be inside the pavilion.
- We plan to have food & beverages available after the event in the open area attached to the pavilion:
    - Hot Dogs, Fruit, Cheese Sticks, Bananas, Chips, Water/Juice
    - We will be serving beer starting at noon. It will be in a serving trailer near the enclosed pavilion. Guests will have to wear wristbands to show they're over 21. We will get this info at the time of registration. We will also have volunteers monitoring the area.
- We will have an MC to get the event off to a great start. They will introduce our family to talk about why this event is so important to the kids in Northeast Wisconsin. There will also be a song sung just before the participants set off on their run/walk.
- We will have soft music playing when the participants return from their run/walk when they eat.
- The band will start at noon and end at 3pm and will be located on the right side of the enclosed pavilion on the grassy area so that its amplification system is facing toward the back of Meadowbrook Elementary School away from homes. The type of music that will be playing will be anything from country to classic rock/soft rock.
- There will be kickball games that start at 1 pm, 2pm and both will end at 3pm. There will not be tournaments, just friendly games.

Services Requested from VOH

The services that the 5th Annual Miles for Smiles Family Fun Event would request from Village of Howard would be:

- Outside electricity for the bounce house, band, Nescos and entertainment.
- Due to the event being early in the season, May 10th, 2013, we would request that the banquet tables be pulled from storage and set up.
- Outside water for the Booyah Kettle.
- Access to the brooms and dust pans in maintenance closet.
- More picnic tables on the grassy area.