

March 21, 2013

Howard Village Board,

My name is Linda LaCount and I am the Chairman for the Brown County Coalition for Suicide Prevention, Be the Light Walk. We are a non-profit organization and supported by Bellin Health.

We would like to rent the Meadowbrook Park Pavilion for Saturday, September 7th at 6 am in the morning for set up. We should be out of the building by 1 pm. We do provide Starbucks coffee and donated snacks, along with water. We also will have a one person musician by the name of Ken Dennison, who we have had in the past. We also have Erin Davisson as our emcee every year.

The purpose of our walk is to provide education about mental illness and depression, along with bringing awareness to the public by ending the stigma. We have done this walk now for the past 5 years with great success and it is our hope that it will continue to get bigger and better. Last year we had approx. 250 attend the walk, using the pavilion both inside and out. The past 2 years the walk was held at Meadowbrook.

We, the walk committee, appreciate the use of your facility for our event. We hope to continue to keep the walk at Meadowbrook in the future as we have had a lot of positive feedback.

Thank you for your consideration,

Linda LaCount, Chairman

Be the Light Walk



Day and Date of Rental: Sat Sept, 7th 2013

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 6:30 am/pm to 12 am/pm

Reserve Time: from 6:30 am/pm to 12 am/pm

Reserve time includes setup and cleanup.

Use Type: Family Party Wedding Reception Meeting Event Other Non profit fundraiser

Maximum # of Participants Expected: 400 (Not to exceed building capacities)

Request for Special Arrangements or Setup: None

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: [Signature] (charman)

Date: 3-5-13

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	\$115
	whole day	\$0	\$50	\$100	\$150	\$225
Village Hall Activity Room	up to 4 hours	\$0	\$20	\$40	\$50	\$75
	whole day	\$0	\$40	\$80	\$100	\$150
		\$0	\$30	\$30	\$50	\$50
		\$75	\$75	\$75	\$75	\$75

within the Village of Howard, Schools

of Natural Resources, Brown County Library and Suamico Community Band, Duck Creek Softball, Hurricanes Soccer Club, Howard Suamico Pulaski Scouts, YMCA, American Diabetes Association,

hours 501(c)(3) status): Howard Youth Sports Center, Sports Teams/Clubs, Home School, Northeast Wisconsin Technical

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: 40 -

Security Deposit: 75 -

Total Program Fees: _____

Grand Total Due: 115 -

Key # Issued: _____

Door Code: 15311 #

Date Key Issued: _____

Date Key Returned: _____

HOWARD, WI VILLAGE

2456 Glendale Ave
PO Box 12207
Green Bay WI 54307--2207
920-434-4662
Transaction 30574.4514
05-Mar-13 11:33am

Park Rentals \$37.91 + TX
Linda LaCount - Meadowbrook Pavln Rental 9/7/2013
Key Deposits \$75.00
Linda LaCount - Meadowbrook Pavln Rental 9/7/2013

Subtotal \$112.91
Tax \$2.09
Due \$115.00
CC \$115.00