



SPECIAL EVENT PERMIT  
Leisure Services Department

\$185  
-10 deposit for  
liquor licence  
#175 field stand  
deposit

Responsible Party's Name: Jenny Karnitz (Bay Area Humane Society) DOB: 5-25-81  
Type of Event/Name of Event: Softball Tournament (Private Event  Open to Public   
Organization Name (if any): 5th Annual BAHS Softball Tournament Date(s) of Rental: Aug 17th  
Event Time: from 8 am/pm to 10 am/pm # of Participants/Spectators Expected: \_\_\_\_\_  
Total Rental Time: from 8 am/pm to 10 am/pm (includes setup and cleanup time)  
Contact Email Address: KarnitzK9@gmail.com Primary Phone: 920-328-7018  
Address: 1621 Bond Ct. City/State: Green Bay Zip Code: 54303  
Rental Location: Howard Memorial Field Numbers/Letters: \_\_\_\_\_

RENTAL INFORMATION - check all that apply

- Ball Diamonds, Lighted
- 2 hour reserved practice \$10/day
  - Game/tournament, M-F 4-10 pm \$50/field/day
  - Game/tournament, Sa-Su 8 am - 10:30 pm\* \$100/field/day
- Ball Diamonds, Unlighted
- 2 hour reserved practice \$5/day
  - Game/tournament, M-F 4-10 pm \$30/field/day
  - Game/tournament, Sa-Su 8 am - sunset \$50/field/day
- Soccer Fields
- 2 hour reserved practice \$5/day
  - Game/tournament, M-F 4 pm - sunset \$30/field/day
  - Game/tournament, Sa-Su 8 am - sunset \$50/field/day
- Concession Stand
- Akzo Nobel, M-F \$50/day
  - Akzo Nobel, Sa-Su \$100/day
  - Howard Memorial, M-F \$50/day
  - Howard Memorial, Sa-Su \$100/day
  - Spring Green, M-F \$50/day
  - Spring Green, Sa-Su \$100/day
- Security Deposit \$25  
 Other: \_\_\_\_\_

Office Use Only	
Total Athletic Field Fee	\$ <u>100</u>
Total Concession Fee	\$ <u>50</u>
Total Other Fees	\$ <u>10</u>
Security Deposit	\$ <u>25</u>
Grand Total Due	\$ <u>185</u>

**RENTAL DETAILS**

Will alcoholic beverages be served?  Yes  No  
 Will alcoholic beverages be sold?  Yes  No  
*If yes, a permit is required from Village Hall.*  
 Will there be amplified music?  Yes  No  
 (live band, dj, stereo system, etc.) (Requires approval)  
*If yes, it cannot be heard by neighbors (disruptive).*  
 Will there be tents and/or canopies?  Yes  No  
*Site requires approval. See rental policies & procedures.*  
 Will you use a grill, fryer, booyah kettle or other cooking utility?  Yes  No  
 If yes, what type? \_\_\_\_\_  
 Will exterior electricity be used?  Yes  No  
 Will exterior water be used?  Yes  No

\*Diamonds lights off by 10:15 pm at Akzo Nobel Sports Complex, by midnight at Howard Memorial Park.

REQUEST FOR SPECIAL ARRANGEMENTS & SETUP

Please chalk the lines Friday

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. *This rental form and the corresponding rules must be in my possession during the rental period.*

Signature: [Signature] Date: 5-17-13

Office Use Only  
Key # Issued: \_\_\_\_\_  
Date Key Issued: \_\_\_\_\_ Date Key Returned: \_\_\_\_\_  
Revised 3/12/2010