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SPECIAL EVENT PERMIT
Leisure Services Department

Responsible Party's Name: Jenny Karnitz DOB: 5-25-81
Type of Event/Name of Event: Coed Softball Tournament Private Event [] Open to Public [x]
Organization Name (if any): Bay Area Humane Society Date(s) of Rental: 8/18/12
Event Time: from 8:00 am / pm to 10:00 am / pm # of Participants/Spectators Expected: 200
Total Rental Time: from am / pm to am / pm (includes setup and cleanup time)
Contact Email Address: jkarnitz61@yahoo.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:

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

Office Use Only

Total Athletic Field Fee \$
Total Concession Fee \$
Total Other Fees \$
Security Deposit \$
Grand Total Due \$

RENTAL DETAILS

Will alcoholic beverages be served? [x] Yes [] No
Will alcoholic beverages be sold? [x] Yes [] No
If yes, a permit is required from Village Hall.
Will there be amplified music? [] Yes [x] 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 [x] No
Site requires approval. See rental policies & procedures.
Will you use a grill, fryer, booyah [] Yes [x] No
kettle or other cooking utility?
If yes, what type?
Will exterior electricity be used? [] Yes [x] No
Will exterior water be used? [] Yes [x] No

REQUEST FOR SPECIAL ARRANGEMENTS & SETUP

If you could please chalk the lines on Friday that would be great. I will also be in contact with Wayne for concession stands.

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: Jennifer R. Karnitz Date: 6-20-2012

Office Use Only

Key # Issued:
Date Key Issued: Date Key Returned:

To whom it may concern:

I am asking that we be allowed to host the 4th annual Bay Area Humane Society tournament at Howard Memorial Park on August 18th 2012. We have done this tournament for the last 3 years at the same park and it has been a major success. I, Jennifer Karnitz, am in charge of running the tournament and any questions or affiliation with the Bay Area Humane Society can be directed directly to the Bay Area Humane Society with a contact person of Jan Niec. Also between the teams that play and the fans that show up, I expect somewhere between 150-200 people to partake. This is a 100 percent profit for the Bay Area Humane Society and in the past we have been able to raise a great deal of money from this as well as enjoying the Howard Memorial facility. If you have any questions, please feel free to direct them at myself at 920-328-7018.

Thank you,

Jennifer Karnitz