



SPECIAL EVENT PERMIT
Leisure Services Department

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

Responsible Party's Name: Wayne Gilson DOB: 1/11/48
 Type of Event/Name of Event: SOFTBALL tournament Private Event Open to Public
 Organization Name (if any): Ducks Creek Softball Association Date of Rental: July 27-28-29
 Event Time: from 9 am/pm to 10 am (pm) # of Participants/Spectators Expected: avg 3-4-5 Rain
 Total Rental Time: from 9 am/pm to 10 am (pm) (includes setup and cleanup time)
 Contact Email Address: wgilson001@gmail.com Primary Phone: 434-3655
 Address: 3086 Stonefield Trail City/State: Green Bay, WI Zip Code: 54313
 Rental Location: Howard Memorial Park 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 \$ _____
 Total Concession Fee \$ _____
 Total Other Fees \$ _____
 Security Deposit \$ _____
 Grand Total Due \$ _____

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.)
If yes, it cannot be heard by neighbors (disruptive).
 Will there be tents and/or canopies? [] Yes [] No
May require inspection. See rental policies & procedures.
 Will you use a grill, fryer, booyah kettle or other cooking utility? [] Yes [] No
 If yes, what type? _____
 Will the exterior electricity be used? [] Yes [] No
Requires additional arrangements. Contact Village Hall.
 Will exterior water be used? [] Yes [] No
Requires additional arrangements. Contact Village Hall.

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

REQUEST FOR SPECIAL ARRANGEMENTS & SETUP

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: Wayne R Gilson

Date: 2/2/12

Revised 3/12/2010

Office Use Only

Key # Issued: _____
 Date Key Issued: _____ Date Key Returned: _____
 Date Fees Paid: _____