



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: SOFT BALL TOURNAMENT Private Event [] Open to Public []

Organization Name (if any): Duck Creek Softball Assoc Date of Rental: Aug 5, 6, 7

Event Time: from 9 am/pm to 10 am/pm # of Participants/Spectators Expected: 500

Total Rental Time: from 8 am/pm to 11 am/pm (includes setup and cleanup time)

Contact Email Address: w.gilson@aol.com Primary Phone: 434-3655

Address: 3086 STANFIELD TRAIL City/State: GB 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: _____

*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? 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.

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: 3/4/11

Revised 3/12/2010

Office Use Only

Key # Issued: _____

Date Key Issued: _____ Date Key Returned: _____

Date Fees Paid: _____