

July 20, 2011

To Whom This May Concern,

We are submitting this letter as a request to hold a fundraising tournament for the Off Speed Pitch 18-U Storm Tournament Team at Howard Memorial Park for the weekend of Friday August 5<sup>th</sup> through Sunday August 7<sup>th</sup>, consisting only of 18-U Teams. I have already been aware that if the annual Duck'A'Roo softball tournament is cancelled that this is the alternative weekend it will be held. We will handle scheduling and paying our own ASA umpires and maintaining the field between games.

We would like to run a full concessions stand with hot dogs, brats, walking tacos, booyah, candy, peanuts, soda, Gatorade, water and beer. All of the items listed would be purchased by us and cooked by us with our own equipment. Adults who will be consuming alcohol will be required to wear a wristband throughout the weekend. We will have plenty of people to clean, cook, and pick up garbage around the field area.

We thank you so much for your time and consideration and look forward to hearing back from you soon.

Sincerely,

*The Off Speed Pitch Storm Team*

The Off Speed Pitch Storm Team



SPECIAL EVENT PERMIT
Leisure Services Department

Responsible Party's Name: Bart Schultz DOB: 2-23-1967
Type of Event/Name of Event: Girls Fastpitch Tournament Private Event [ ] Open to Public [X]
Organization Name (if any): Offspeed Pitch 18U Date(s) of Rental:
Event Time: from 8:00 am/pm to 6 am/pm # of Participants/Spectators Expected: 100-150
Total Rental Time: from 7:00 am/pm to 8 am/pm (includes setup and cleanup time)
Contact Email Address: Bart.Schultz@yahoo Primary Phone: 920-655-1900
Address: 1830 W. Mason St. #19 City/State: Green Bay, WI Zip Code: 54303
Rental Location: Field Numbers/Letters:

RENTAL INFORMATION - check all that apply

- Ball Diamonds, Lighted
[ ] 2 hour reserved practice \$10/day
[X] Game/tournament, M-F 4-10 pm \$50/field/day
[X] 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
[X] Howard Memorial, M-F \$50/day
[X] 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? [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 [X] Yes [ ] No
kettle or other cooking utility?
If yes, what type? Grill, Booyah Kettle
Will exterior electricity be used? [X] Yes [ ] No
Will exterior water be used? [X] 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

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: 7/20/2011

Revised 3/12/2010

Office Use Only
Key # Issued:
Date Key Issued: Date Key Returned: