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SPECIAL EVENT PERMIT
Leisure Services Department

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

Responsible Party's Name: Jenny Karnitz DOB: 5-25-81
Type of Event/Name of Event: Fundraiser Private Event [] Open to Public [X]
Organization Name (if any): Bay Area Humane Society Date of Rental: 8-20-11
Event Time: from 8 am/pm to 10 am/pm # of Participants/Spectators Expected: 300
Total Rental Time: from 8 am/pm to 12 am/pm (includes setup and cleanup time)
Contact Email Address: JKDRIJK61@yahoo.com Primary Phone: 920-328-7018
Address: 1621 Bond Ct. City/State: Green Bay Zip Code: WI
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 \$ 100
 Total Concession Fee \$ 100
 Total Other Fees \$ _____
 Security Deposit \$ 25
 Grand Total Due \$ 225

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

REQUEST FOR SPECIAL ARRANGEMENTS & SETUP

Please Chalk the fields for Saturday Aug 20th

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: 8-27-11

Revised 3/12/2010

Office Use Only

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