

Kohlman, Jena

From: Gretchen Villafane <gvillafane@ccmke.org>
Sent: Wednesday, July 06, 2016 1:01 PM
To: Kohlman, Jena
Subject: Request for Park Rental/Permits

Good afternoon,

My name is Gretchen Villafane. My partner and I are interested in hosting our wedding at Fuller Park, which is directly behind our home, at 2024 Webster Street, Racine, WI 53403. I contacted Becky Spika and she gave me information on the steps I need to take in order to possibly rent the park for 24 hours.

The event is for September 24th 2016. The reason I am requesting the rental for 24 hours is because we are looking into renting a large tent to accommodate our guests and was informed a Special Usage Fee is required for larger tents. The tent may be up to 40'x 60, or smaller. I am aware that I will be required to call We Energies Diggers Hotline to mark the area for tent placement. I will need to get tables and chairs, and am fully aware of the Special Usage Fee. I am also requesting an Amplified Music Permit, because we would like to have a DJ. Along with these requests, I would also like to request permission for a Malt beverage permit, since we would like to supply beer for our guests.

We are hardworking, responsible members of our community and will treat the park with upmost respect as if it were our very own back yard, which we already feel like it is! The park is very large and open and not a lot of people even know its back there because it is far back off of the streets. I, just today, learned of its name because there are no signs indicating it. We will respectfully go door to door and petition for our neighbors to allow us to host this event.

If there is anything further that I need to do beyond the things I've mentioned in this request, please let me know. You may contact me at the numbers and email below, or on my personal line @ (262) 822-5580. Thank you very much for your consideration!

Sincerely,

Gretchen Villafañe
Bilingual Office Coordinator
800 Wisconsin Ave
Racine, WI 53403
P- (262) 637-8888- ext 4220
F- (262) 637-0695
www.ccmke.org



Disclaimer