

Board of Park Commissioners
City Hall
400 La Crosse Street
La Crosse, WI 54601

RE: Request for the use of the Myrick Park Main Shelter and Gun Club Shelter on Saturday and Sunday, April 27-28, 2019.

The Sustainability Institute and The Earth Fair Committee are requesting to reserve the Myrick Main Shelter on Saturday, April 27, 2019 from 3:00pm-6:00pm for set up, and on Sunday, April 28, 2019 from 7:00am-7:00pm for the annual Earth Fair. We also request to reserve the Gun Club Shelter on Saturday, April 27, 2019 from 7:00am-4:00pm for the annual Spring Cleaning event, and on Sunday, April 28, 2019 from 7:00am-7:00pm for the annual Earth Fair. Additional requests for the Earth Fair are as follows:

- The event will take place inside and outside the Myrick Center and both shelters as well as in Myrick Park. WisCorps has already approved the use of the Myrick Center for both Saturday and Sunday, April 27-28, 2019.
- The event will run from 11am-5pm, but we will need the shelters reserved the entire day for setup and teardown, as noted above.
- We will need electricity in both shelters, and request the City moves the picnic tables out of the Main Shelter on Saturday and returned after the event on Sunday.
- We are also requesting the approval of vendors placing pop-up tents throughout the park.
- We request that La Crosse Tent & Awning be allowed to set up tents Saturday, April 27 between 2:00-6:00pm, and take down Monday morning, April 29, at the following locations:
 - Directly west of the Main Shelter
 - In the Myrick Center's main parking lot (to the east) on the black top (NOTE: the handicap parking area on the west side of the lot will remain open as handicap parking).
 - West of the Gun Club Shelter (not near any burial mounds).
 - Directly outside the main entrance to the Myrick Center.
- The event is free and open to the public. Children's activities, green demonstrations, music, food vendors, and other activities will occur during the event.
- Coordination between the Earth Fair Committee and the Park & Rec Department in regards to any events being held in the park the days prior to the Earth Fair.
- The Parks and Recreation Department has in the past agreed to be a Gold Sponsor of the Earth Fair. This would include an in-kind donation of facility use, staffing needs, and marketing. The City Parks and Recreation Department's logo and sponsorship level will be displayed on the event's website as well as in promotional posters, flyers, and handouts. We would hope the Board can approve either a Partnership Agreement or Sponsorship for the 2019 Earth Fair.

The Sustainability Institute and Earth Fair Committee thank you for your consideration.

Sincerely,

Erica Black
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