

Organization Event Planner

All hosted events where we do not control range requires a copy of organization's liability insurance.

To make your event successful, this paper will give you some ideas of what the Menomonie Rifle and Pistol Club and the Menomonie Public Shooting Range can offer to your organization. After you have an idea of how you need to have your event, you can contact Bob Streff (715-505-1932) and we can discuss the event. Usually, it helps if your planners meet us at the range to get a feel for how you want to set it up.

The hours of operation (the hours we are allowed by County Ordinance to be open are:

Daylight Saving Time	Mon-Fri - 8:00 AM-8:00 PM	Saturday - 8:00 AM-5:00 PM	Sunday - 10:00 AM-5:00 PM
Standard Time	Mon-Fri - 8:00 AM-4:30 PM	Saturday - 8:00 AM-4:30 PM	Sunday - 10:00 AM-4:30 PM

These hours are the hours we can shoot. We are allowed to be at the range outside of these hours to set up and clean up. Closing the range during some of these hours do have an impact on the range's usage traffic, so we request a range donation request of \$50.00 for 4 hours during the week and \$75.00 for the weekend days to close the range. We also request each participant over 18 donates the standard \$5.00 range use donation.

To better tailor your event to your needs we have 2 grills (1 charcoal and 1 gas), 5 coolers, 2 coffee makers, a full size refrigerator, running water, 8' tables, and electric outlets for keeping food warm. We also have 3 10' X 20' canopies which can be erected. There is a loudspeaker system at the range.

Our pistol, 100, 200, 300 yard, and trap ranges are handicapped accessible as is the picnic area which has 7 picnic tables. We will have an appropriate number of Range Supervisors available for your event and will assist in the range set up for your event. We will include a range safety brief at the start of the event.

Children must always be under the direct control of parents/guardian. They can move fast, and we don't want any incidents.

To help you the following planner has been developed:

Organization: _____ **Suggested Date:** _____

Description: (Veterans Shoot, Annual Party, Team Building, etc.):

Organization Event Planner

Itinerary

Event Start and End Times: _____

Set up time: _____

Registration time: _____

Event start: _____

1st event: _____

2nd event: _____

Dinner: _____

3rd event: _____

4th event: _____

Event end: _____

Tear down and clean up: _____

Expected number of attendees: _____

Will food and beverage be catered or will you bring and serve it? (No alcohol is allowed at the range):

Is there a registration?

Will you be giving away prizes?

Will there be music?

Any special considerations?

What did you need?

Tables?

Grill(s)?

Canopies?

Coffee makers?

Coolers?

Access to the Fridge?

Organization Event Planner

Shooting Events

Our suggestion is to find out what firearms your participants are intending to use, and we can develop the shoots accordingly. Several of your key people should visit the range and we can have some of the shoot set up for you to visualize them and you can get an idea of the range layout for the event.

We have many different types of shooting events available in addition to the trap range and rifle sight in. we have what we call fun shoots. These fun shoots include cracker shoots, bowling pins with pistols, bowling pin head shots, battleship, a dueling tree for pistols, and of course bullseye shooting at various distances and types of firearms. No metal targets are allowed at the range. A copy of the range rules is posted online at:

www.menomonierifleandpistolclub.org/rangerules.php

Some of the shoots can be run concurrently, others cannot. We also have several different types of targets available at the range. The length of time each shooting event takes varies depending on the event and the number of participants. We can explain that during your visit or on the phone.
