

VILLAGE OF MUKWONAGO
Performance Stage Rental Application
Special Event Form Required

Date Submitted: _____

Event Date: _____

GUIDELINES

This form must be completed in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Ct, Mukwonago, WI 53149, for approval. A Signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **three (3) months** prior to the event. "Residents" include Village of Mukwonago residents.

Mail completed applications to: Village Clerk-Treasurer's Office
ATTN: Park Rentals
440 River Crest Ct
Mukwonago WI 53149
Email to: lourdoux@villageofmukwonago.com

FEES (complete those that apply)

Performance Stage at Indianhead Park

Performance Stage	\$350.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____
	TOTAL	\$ _____

***SOUND SYSTEM USE REQUIRES PRE-EVENT MEETING WITH REPRESENTATIVE FROM
PUBLIC WORKS DEPARTMENT AT LEAST 48 HOURS IN ADVANCE OF EVENT
DURING NORMAL BUSINESS HOURS***

SECURITY DEPOSIT (Refundable)

Performance Stage Deposit	\$500.00 per day	\$ _____
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RENTAL INFORMATION

Date(s) of Event: _____

Estimated Number of Participants: _____

NOTE: (Special Event Permit will be required under separate application)

Event Set-Up Time: _____ Event End Time: _____

APPLICANT INFORMATION

Name: _____

Address: _____ City: _____ State/Zip: _____

Daytime Phone: _____

E-mail: _____

ORGANIZATION INFORMATION (if applicable)

Name of Organization: _____

Mailing Address: _____ City: _____ State/Zip: _____

Phone Number: _____ Is organization a 501(c)3? Yes: _____ No: _____

Website Address: _____

TERMINATION OF AN EVENT

The Village reserves the right to shut down an event that is in progress if it is deemed to be a public safety hazard by the Police Department, Fire Department, and/or there is a violation of Village Ordinances, State Statutes or the terms of the applicant's permit. The Village Administrator and/or his/her designee may revoke an approved park facilities use permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

CERTIFICATION

By signing this form, the applicant certifies authorization to act on behalf of their organization, and hereby agrees to hold the Village, its officers, agents, employees, and contractors harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval.

Applicant Signature

Date

Print Name

Office Use Only

Fees Paid

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator _____

Building Inspection _____

Fire _____

DPW _____

Police _____

Utilities _____