

# VILLAGE OF MUKWONAGO

## Field Park Rental Application

Date Submitted: \_\_\_\_\_

Event Date: \_\_\_\_\_

### **GUIDELINES**

This form must be completely 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 **two (2) months** prior to the event. "Residents" include Village of Mukwonago residents.

Mail completed applications to:

Village Clerk-Treasurer's Office

ATTN: Park Usage

440 River Crest Ct

Mukwonago WI 53149

Email to:

[lgourdoux@villageofmukwonago.gov](mailto:lgourdoux@villageofmukwonago.gov)

### **RENTAL INFORMATION**

Date(s) of Event: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

NOTE: (If there are 150 people or more, a Special Event Permit will be required under separate application)

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

### **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: \_\_\_\_\_

**FEES (check those that apply)**

**Field**

Pavilion A (Main) 1-49 people	\$100.00 per day	\$ _____
Pavilion A (Main) 50-100 people	\$150.00 per day	\$ _____
Pavilion A (Main) more than 100 people	\$175.00 per day	\$ _____
Pavilion B (Ball Diamond)	\$75.00 per day	\$ _____
Pavilion C (Playground Pavilion)	\$75.00 per day	\$ _____
Baseball Field (non-athletic organizations)	\$25.00 per day	\$ _____
Baseball Field Lights	\$50.00 per day	\$ _____
Entire Park	\$300.00 per day	\$ _____
Electricity Coordination (Pavilions B and C)	\$25.00 per day	\$ _____
Non-Resident Fee	Additional \$50.00 per day	\$ _____
<b><u>Total Park Rental Fees</u></b> (Separate Payment)		<b>\$ _____</b>

**DEPOSIT (all rentals, check those that apply)**

Pavilion A and/or entire park Deposit	\$200.00 per day	\$ _____
Pavilions B and C Deposit	\$100.00 per day	\$ _____
Key Deposit	\$50.00	\$ _____
<b><u>Total Deposit Fees</u></b> (Separate Payment)		<b>\$ _____</b>

## **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

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### Office Use Only

\_\_\_\_\_  
Fees Paid

\_\_\_\_\_  
Receipt #

\_\_\_\_\_  
Deposit Returned

\_\_\_\_\_  
Key # Issued

\_\_\_\_\_  
Key Returned

Department Approval

Administrator \_\_\_\_\_

Building Inspection \_\_\_\_\_

Fire \_\_\_\_\_

DPW \_\_\_\_\_

Police \_\_\_\_\_

Utilities \_\_\_\_\_

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When not in reserved use, the Village of Mukwonago parks and fields are open to the public on a first-come first-serve basis so long as the property and equipment are used with care and for appropriate uses. **Village youth groups will apply separately.**

**Please read through each of the items below and initial each line to signify that you have read, understand, and agree.**

\_\_\_\_\_ Reservations are dependent upon availability.

\_\_\_\_\_ No items shall be stored in the pavilion prior to the rental day unless payment has been received for the extra day(s).

\_\_\_\_\_ Keys are responsibility of the Applicant to check out at Village Hall, no greater than 48 hours in advance of your event. After completion of the event, keys can be returned to Village Hall on the next business day or dropped off at the Mukwonago Police Department. Lost keys will result in re-keying charges.

\_\_\_\_\_ The buildings are not to be left unlocked or unattended at any time. Any damages resulting from being left unattended will be the responsibility of the Applicant.

\_\_\_\_\_ The Applicant should review the facility at opening. Note any pre-existing damages or problems.

\_\_\_\_\_ Parking is only allowed in designated parking areas. **Performance Stage:** NO vehicles are allowed on the path without prior approval from the Public Works Director or designee.

\_\_\_\_\_ Following the event, a representative from the Public Works Department will conduct a "Post-Event" inspection and complete the Facility Checklist. The applicant will be notified if the facility was found in unsatisfactory condition.

\_\_\_\_\_ Layout: A sketch of the event area, toilet facilities, concession area, and parking areas shall be submitted with the application. Please include layout map.

## **Cleaning/Damages**

\_\_\_\_\_ Applicants shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damage fee will be determined by the number of man hours required and/or cost for services or property replacement.

\_\_\_\_\_ There are no decorations allowed to be affixed to the Ceiling. Applicant must adhere to the required post event clean up items on the facility checklist. Any items left incomplete may result in a forfeit of any or all of the damage deposit. Additional clean up charges will be billed at \$50 per ½ hour.

\_\_\_\_\_ Applicant agrees to abide by all Park Rules, Regulations, and Ordinances of the Village of Mukwonago.

\_\_\_\_\_ The applicant of this rental agreement shall be solely responsible for any violation, damages to the building and cleaning of the building. Any repair costs for damages will be withheld from damage deposit, direct billed to applicant or charges as a special assessment against the applicant's property tax bill.

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- \_\_\_\_\_ Once approval has been granted, the Village Board, Village Administrator, Chief or Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency to weather, fire, riot, or administrative or clerical error. No fee would be charged for cancelation by a Village Officer.
- \_\_\_\_\_ Applicant agrees to indemnify and hold harmless for all expenses, liability, and/or claim arising out of harm or activity of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at event, if necessary.
- \_\_\_\_\_ Security and Protection: The sponsor of any event shall be responsible for adequate uniformed security personnel. A security plan shall be furnished at least seven (7) days prior to the date of the event for Police Department approval. *NOTE:* Check with Police Department to see if off-duty or reserve police officers would be available for event. Only security personnel approved by the Mukwonago Police Department may be used.
- \_\_\_\_\_ Parking Space(s) on Village streets or Village Owned Parking Lot: Parking of cars shall be on paved areas only. Heavy vehicles on grassy areas for loading and unloading must be authorized the Public Works Director or designee. The Police Department shall be notified in advance if traffic control is needed on public thoroughfares.
- \_\_\_\_\_ Fires: All fires must be in personal grills or designated fireplaces.
- \_\_\_\_\_ Clean-up: Cleaning of the park is the responsibility of the organizer. The event area shall be maintained in an orderly manner during the event and final clean-up shall commence immediately post event. If clean-up is not completed by the end of the next business day, Village personnel shall be utilized and a bill, minus the deposit will be issued to the organizer. Future use of Village facilities may be revoked.

**Please respond YES or NO to the following questions. Please supply additional information if required.**

- \_\_\_\_\_ **Insurance Requirements (Required for Special Event):** If YES, the Applicant will provide evidence of liability insurance in a form acceptable to the Village Attorney, with limits of not less than \$1 Million per occurrence and \$2 Million in the aggregate, which coverage names the Village of Mukwonago, its officers, agents, employees and contractors as Additional Insured on a primary and non-contributory basis. Evidence of this coverage must be provided by a Policy Endorsement received by the Village not less than 20 days prior to the event. A Certificate of Insurance must evidence this coverage throughout the duration of the event. Applicant further agrees to indemnify and hold harmless the Village of Mukwonago, its officers, agents, employees, contractors and assigns, as and against any and all claims, demands, actions and causes of action, including actual attorney fees, arising from the Applicant's use of Village property and the issuance of this Permit.
- \_\_\_\_\_ **Sales:** If YES, attach a list of all vendors and products for sale.

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\_\_\_\_\_ **Electricity:** If YES, list pavilions where electricity is needed. **Performance Stage:** Power Requirements: \_\_\_\_ 110V 20 Amp \_\_\_\_ 110V 30 Amp \_\_\_\_ 110V 50 Amp

\_\_\_\_\_ **Food/Non-Alcoholic Beverages:** If YES, the necessary permits and related information for the sale of food shall be obtained from the Waukesha County Health Department (262-896-8300).

\_\_\_\_\_ **Street Usage/Roadway Closure:** If YES, if the event is in the street, street barricades are required. What type and How many barricades will be required? \_\_\_\_\_

\_\_\_\_\_ **Parking Space(s) on Private Lots:** IF YES, if parking in private lots near the event is required, the applicant shall obtain written permission from the adjacent property owners directly.

\_\_\_\_\_ **Alcohol Served:** If YES, if beer or other fermented malt beverages are sold, a Temporary Class "B"/"Class B" Retailer's License must be completed and turned in with payment with the rental application. Please list the number of Village of Mukwonago licensed bartenders that will be on site: \_\_\_\_\_

\_\_\_\_\_ **Admission or Gate Fee Charged:** If YES, explain in detail the reason for the fee.

\_\_\_\_\_ **Loudspeakers and/or Amplification:** If YES, will it be a: Band \_\_\_\_ DJ \_\_\_\_ Other \_\_\_\_  
What are the hours be? \_\_\_\_\_ All noise (loudspeakers and/or amplification ends at 11 p.m.

\_\_\_\_\_ **Tents, Canopies, or Other Temporary Structures:** If YES, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.

\_\_\_\_\_ **Inflatable Devices:** If YES, number and location of devices.

\_\_\_\_\_ **Additional Port-a-Pots:** If Yes, using the information below, will your event require Portable Restrooms?

Determining if you need additional port-a-pots. Attendance at the function exceeds 300 people. Any damage will be the responsibility of the sponsoring group. They shall be clean, usable, properly enclosed, emptied when full, and a minimum 100 feet from food preparation areas. They shall be removed the next regular business day. The following schedule should be followed:

301-400 persons – 3 port-a-pots (1 for the men & 2 for the women)

401-500 persons – 6 port-a-pots (2 for the men & 4 for the women)

501-600 persons – 9 port-a-pots (3 for the men & 6 for the women)

\*\*for additional 250 persons over 600, an additional port-a-pot for each sex will be required\*\*