

VILLAGE OF MUKWONAGO  
Park Facilities 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.com](mailto:lgourdoux@villageofmukwonago.com)

**FEES (check those that apply)**

**Indianhead Beach**

Open-air Shelter	\$50.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

**Miniwaukan**

Park Pavilion	\$50.00 per day	\$ _____
Electricity Coordination	\$15.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

**Minor**

Open-air Shelter	\$50.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

**Phantom Glen**

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Park Pavilion	\$50.00 per day	\$ _____
Electricity Coordination	\$15.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

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

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Park Deposit	\$100.00 per day	\$ _____
Key Deposit	\$25.00	\$ _____

**RENTAL INFORMATION**

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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: \_\_\_\_\_

**APPLICANT INFORMATION**

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Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**ORGANIZATION INFORMATION (if applicable)**

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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 \_\_\_\_\_