**Village of Mukwonago**
440 River Crest Court, P.O. Box 206
Mukwonago, WI 53149
Phone: (262) 363-6420
Fax: (262) 363-6425
www.villageofmukwonago.com

# VILLAGE OF MUKWONAGO
## PARK FACILITIES RENTAL APPLICATION
## PHANTOM GLEN PARK

Date Submitted: _____

***Complete, accurate and specific information must be entered. Please Print.***

## GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Court, 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: Phantom Glen Park Usage
PO Box 206
Mukwonago, WI 53149

Email to: sbraatzjr@villageofmukwonago.com

## FEES (check all that apply)

| | | |
|---|---|---|
| ❑ Phantom Glen Park Pavilion | $50.00 per day | $_____ |
| ❑ Entire Park | $75.00 per day | $_____ |
| ❑ Electricity and Coordination | $10.00 per day | $_____ |
| ❑ Non-Resident Fee | Additional $25.00 per day | $_____ |
| | **Fee Total** | $_____ |

## DEPOSIT (check all that apply)

| | | |
|---|---|---|
| ❑ Phantom Glen Park Deposit | $100.00 | $_____ |
| | **Deposit Total** | $_____ |

## APPLICANT INFORMATION

**Name:** _____

**Address:** _____ **City:** _____ **State:** ____ **Zip:** _____

**Daytime Phone:** _____ **Fax:** _____

**E-Mail:** _____

## ORGANIZATION INFORMATION

**Name of Organization:** _____

**Mailing Address:** _____ **City:** _____ **State:** _____ **Zip:** _____

**Phone Number:** _____ Is the organization a 501(c)3 organization?: ❑ YES ❑ NO

**Website Address:** _____

## RENTAL INFORMATION

**Date(s) of the Event:** _____

**Estimated # 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:** _____

A. Generally describe your event and its purpose.

_____

_____

_____

_____

B. Will you be serving alcohol? ***If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses may be necessary under separate application.*** ❑ YES ❑ NO

**C.** Does your event involve amplified music?

If yes, will the amplified music be a: ❑ Band ❑ DJ ❑ Other

Hours of amplified music: _____

D. If you will be using the baseball field lights, what are the times needed?

E. Will you be erecting any tents, canopies, or other temporary structure(s)? ***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. There may be a separate fee for tent inspection.*** ❑ YES ❑ NO

F. Please describe your dumpster/clean-up plan.

_____

_____

_____

_____

G. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?

_____

_____

_____

_____

## INSURANCE REQUIREMENTS

The applicant will provide an indemnity bond if the event has 50-149 people per day. The applicant will obtain liability insurance for an event that includes alcohol or has 150 or more people per day. Proof of this insurance, with coverage no less than $1,000,000 which names and endorses the Village, its officers, agents, employees, and contractors as an additional insured party is due no later than 20 days before the event.

Are you able to provide these insurance documents, if required?: ❑ YES ❑ NO

## DEPOSIT REQUIREMENTS

The applicant is required to submit to the Village Clerk-Treasurer's Office a cleaning/damage deposit (amount listed above) each scheduled day of the event (or portion thereof) two months prior to the starting date of the event. That deposit shall be refunded to the applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within 12 hours after the conclusion of the event. (This deposit is separate from any deposit required for rental of Village parks).

## 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.

_____ _____

Signature - Applicant Date

_____

Print Name

| FOR OFFICE USE ONLY | | | |
|---|---|---|---|
| **Date Fees/Deposit Paid** | **Receipt #** | **Date Deposit Returned** | **Permit #** |
| **Key # Issued** | **Date Key Issued** | **Key # Returned** | **Date Key Issued** |
| **Application forwarded to:** ❑ Administrator ❑ Building Inspection ❑ Fire Department ❑ Police Department ❑ Public Works Department | | | |

## PARK AND FIELD USE POLICY

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. Contact the Village Clerk's office for more information.**

**FOR RESERVED USE OF VILLAGE PARKS**

In order to insure exclusive availability and proper preparation, the individual(s) or group(s) must comply with the following procedure:

1. A representative must appear in person at the Village Clerk's Office (Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to noon) to fill out an application for reserved use of a park facility at least **two (2) months in advance** of use. **Deposit must be paid upon submittal of the application, otherwise the park may be given to another party. The renter is responsible to pick up the pavilion key at the Clerk's Office 1-2 business days prior to their rental day. No items shall be stored in the pavilion prior to the rental day unless payment has been received for the extra day(s).**

2. Payment of all fees must be paid upon submittal of the application. Fees are listed on Page 1 of the application.

3. "Resident" is defined as a person, group, or company having a Village of Mukwonago address. The event must only be for the business or group within the Village limits, or personal events only for applicants residing in the Village.

4. A receipt and a copy of the executed application will be given at time of payment. This receipt and approved application should be taken to the park for evidence of reserve use priority if there is any dispute. If the park is not yielded by other individuals after visual inspection of receipt and polite request to vacate, the receipt holder should call the Mukwonago Police Department (363-6435).

5. CANCELLATIONS must be made a minimum of 24 hours in advance of reserved time. No cancellations can be made except from 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to noon on Friday. If Clerk's Office has received cancellation at least 24 hours prior to reserved time, a refund will be given. If less than 24 hours notice is given, no refund will be given.

**RULES FOR THE USE OF ANY VILLAGE PARK**

1. Only the facilities indicated are to be used. Inspection after use is required. Said inspection shall be performed by a representative of the Village as determined by the Public Works Superintendent. The representative will have full authority to determine if the facilities have been cleaned sufficiently to warrant return of the deposit and that no damage to the facilities exist. In the event of a dispute, an appeal can be made to the Village Board.

2. Buildings, if used, must be cleaned by 9:00 a.m. of the day following their use. Picnic grounds and other areas must be clean and restored upon completion of the function unless special arrangements have been stated on the permit.

   **A. Cleaning includes:**

   1) Normal kitchen cleaning, picking up after yourself and wiping down facilities used.
   2) Garbage cans must be left clean in pavilion and in picnic areas. Park users are responsible to bring their own 55-gallon garbage bags, then they are to be placed in the <u>dumpster</u> in park.
   3) The floor in the pavilion must be cleaned thoroughly with soap and water when beer and soda are served.
   4) In all circumstances, the grounds must be restored no later than noon of the day following its use.

3. No grills are to be placed directly on the ground, otherwise parties will be responsible to replace the dead grass.

4. If generators are to be used, they must be placed on the <u>HWY 83</u> side of the park.

5. A deposit in accordance with the schedule stated on page 1 is required from the individual, group or organization requesting use of any park facility. Please note:

A. $100.00 over and above the required fees shall be required from any individual, group or organization who has forfeited the deposit the last time they used a park facility.

B. Any individual, group or organization who forfeits the deposit 2 times, or willfully abuses park facilities, shall be denied use of said facilities. Denial shall be at the discretion of the Village Board.

6. For any Village Park: Additional Port-a-pots will be needed if the attendance at the function exceeds 300 people. Any damage will be the responsibility of the sponsoring group. The following schedule should be followed:

   301-400 persons - 2 port-a-pots (1 for the men & 2 for the women)
   401-500 persons - 4 port-a-pots (2 for the men & 4 for the women)
   501-600 persons - 6 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. (Note: Maxwell Street will provide seven port-a-pots and Summerfest will provide five to six.)

7. Parking is prohibited on the grass in all parks and at all times unless approved by the Village Board prior to the event. (exceptions to this rule are Maxwell Street and Summerfest) (Ordinance #581; Section 82.180)

8. If you are selling alcohol, you will need to obtain a temporary license through the Village of Mukwonago with a different application. This temporary license is only good for sales of wine and beer and is only available to organizations that are considered to be bona fide clubs. You must also provide at least one Village of Mukwonago licensed bartender who must be on site where these sales will occur for the duration of your event. If you are currently a business with a retail alcohol license from the Village of Mukwonago, and you wish to sell alcohol outside of your current premises, you will need to go before the Village Board for approval to extend your license beyond the current premises.

9. **Noise** - Groups that have bands or disc jockeys will be required to end music at 11:00 p.m. Bands or disc jockeys for Summerfest will be required to end music at 11:00 p.m. Fireworks displays will begin at 9:30 p.m. and end no later than 10:30 p.m. **All park events must end by 11:30 p.m.**

10. The deposit shall be available for pickup no earlier than the 2nd day following the park's use and upon a satisfactory inspection report as stated in rule 1.

11. The applicant will provide an indemnity bond if the event has 50-149 people per day. The applicant will obtain liability insurance for an event that includes alcohol or has 150 or more people per day. Proof of this insurance, with coverage no less than $1,000,000 which names and endorses the Village, its officers, agents, employees, and contractors as an additional insured party is due no later than 20 days before the event.

12. No dogs are allowed in Field Park during Maxwell Street and Summerfest. (Section 58-33 (a)(4)b)

13. For assistance during non-normal Public Works hours (Public Works is available M-Fr, 7:00 a.m. to 3:30 p.m.), please go to the Village of Mukwonago Police Department or call the non-emergency number at 262-363-6435.

**It is not the intent of this permit and/or deposit to restrict the use of park facilities by an individual, group or organization. Its intent is to insure that the park ground and facilities are left in substantially the same condition as found.**

**Use of all parks in the Village of Mukwonago is regulated by Chapter 58 of the Municipal Code**