



11333 N. Cedarburg Road 60W
 Mequon, Wisconsin 53092-1930
 Phone (262) 236-2945
 Fax (262) 242-9655

Date of Application _____

parks@ci.mequon.wi.us

**River Barn Park
 Sommer Pavilion
 9808 North Cedarburg Road
 2017 – PARK USE APPLICATION FORM – 2017**

PERMIT IS TO BE ISSUED TO:

Name of Group _____
 Person Responsible (please print) _____
 Address _____ City _____ Zip _____
 Phone (H) _____ (W) _____ Fax _____
 Cell _____ Email _____

DATE and TIME:

Day _____ Date _____
 Time (Please include set-up and clean-up time)
 From _____ a.m./p.m. To _____ a.m./p.m.

INDICATE TYPE OF FUNCTION OR SPECIAL EVENT:

- Group Meeting Church / School Event Service Organization
 Company Picnic Public Meeting Family Picnic
 Other: Please Explain _____

TOTAL ATTENDANCE FOR EVENT: _____

Note: certain events may require Park Board approval.

AREA DESIRED:

- Baseball Fields Soccer Fields Football Field
 Other: Explain _____

GROUP CHARGES:

- | | | |
|------------------------------|----------------------------------|------------------------------------------------------|
| Admission | Serve Food/Soda – Sell Food Soda | Serve Fermented Beverages – Sell Fermented Beverages |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |
| <input type="checkbox"/> No | <input type="checkbox"/> No | <input type="checkbox"/> No |

PLEASE DESCRIBE GROUP PLANS COVERING ALL UNUSUAL SET-UPS OR ACTIVITIES:

(OVER)
**ABSOLUTELY NO PARKING ON HWY 57
 OR ANY PRIVATE PROPERTY**

FEES: The rental fee for the pavilion is \$348.48 (incl. tax) for a ½ day and \$475.20 (incl. tax) for the whole day, plus a \$200.00 refundable deposit. Non residents add \$105.60 (incl. tax) to the rental fee. The Sommer Pavilion has 12 round tables that will seat 96 people and 100 chairs available. The tables and chairs are for inside use only. Large groups and special events will be handled on an individual basis.

Rental Fee \$ _____

Deposit \$ _____

Grand Total \$ _____

Please send one check for the **GRAND TOTAL** amount. The deposit portion of your check will be returned to you upon inspection of the park after the event. Please allow two weeks for refund of deposit.
Make Check payable to the: CITY OF MEQUON.

There are no interior decorations allowed that in any way would mark or damage the pavilion. This would include the use of such items as – push pins, adhesive materials (including tape), putty etc. The use of confetti, glitter, rice, etc. is also prohibited.

LIQUOR PERMIT: The gathering shall be a private affair, not open to the public, and not advertised publicly in any manner. No charge for beverages shall be made to guests. No beverages shall be distributed to any person under the age of 21 years.

Signed _____ Date _____

RESPONSIBLE PERSON: The undersigned agrees to be personally liable to the City of Mequon and to indemnify the City of Mequon for property damage and for any expense incurred by, at, or in consequence of such use of facilities at the above-referenced City Park. The undersigned further agrees to hold the City of Mequon, its servants, agents, and employees harmless from any and all causes of action, claims or damages arising out of the use of the facilities at the above-referenced City Park by the undersigned, and any and all persons permitted on the premises at the park by the undersigned. The undersigned further agrees to abide by the regulations of the City of Mequon regarding the use of these facilities, as stated in Chapter 54 of the City Code of Ordinances and the Rules and Regulations listed on the attached sheets. If total attendance for event is under estimated, the undersigned would be responsible for the additional fees. The group could also be in jeopardy of losing their rights to reserving a City of Mequon site in the future.

Signed _____ Date _____

Note: Applicant must be 18 years of age or above. Please read "General Information and Policies" for other rules and regulations governing the park and pavilion rental available on the City's website under Park Forms.

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OR ANY PRIVATE PROPERTY**

FOR OFFICE USE ONLY

Approved Request Yes No
 Insurance Needed Yes No
 Insurance Submitted Yes No
 Keys Issued Yes No

Date Received _____

Approved by _____

Permit Fee Received \$ _____
 Permit Fee Tax \$ _____
 Damage/Clean-up Deposit \$ _____
 Total Fee Paid \$ _____

Receipt # _____

Date of Deposit/Refund Authorization _____

Please route to: _____ FINANCE _____ PARKS DIRECTOR _____ POLICE DEPARTMENT