



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](mailto:parks@ci.mequon.wi.us)

**North Reuter Pavilion**  
**4100 West Highland 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 & 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.

**OTHER AREAS DESIRED:**

Gazebo     Other: Explain \_\_\_\_\_  
 Baseball Fields     Soccer Fields

**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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEES:** The Reuter Pavilion rental fee varies by length of use and number of people in attendance. Please call for further information (262-236-2945). The Reuter Pavilion has 20 tables, which will seat up to 200 persons. There are 240 chairs available for seating. The tables and chairs are for inside use only. The rental fee, for groups of 150 people or less, is \$348.48 (incl. tax) for a ½ day and \$448.80 (incl. tax) for a whole day, plus a \$200 refundable security deposit. Non residents add \$105.60 (incl. tax) to rental fee. Large groups and special events will be handled on an individual basis.

\* 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*

**Fee** \$ \_\_\_\_\_  
**Deposit** \$ \_\_\_\_\_  
**Grand Total** \$ \_\_\_\_\_

**The use of confetti, glitter, rice, etc. is prohibited in the pavilion.**

**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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**---- FOR OFFICE USE ONLY**

Approved Request	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date Received	_____
Insurance Needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved by	_____
Insurance Submitted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Receipt #</b>	_____
Keys Issued	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of Deposit/Refund Authorization	_____
Permit Fee Received	\$	_____		
Permit Fee Tax	\$	_____		
Damage/Clean-up Deposit	\$	_____		
Total Fee Paid	\$	_____		

Please route to: \_\_\_\_\_ FINANCE \_\_\_\_\_ PARKS DIRECTOR \_\_\_\_\_ POLICE DEPARTMENT