



11333 N. Cedarburg Road 60W
 Mequon, Wisconsin 53092-1930
 Phone (262) 236-2945
 Fax (262) 242-9655
parks@ci.mequon.wi.us

Date of Application _____

South Rotary Pavilion *or* Gazebo (Please circle preference)
4100 West Highland Road
2017 - PARK USE APPLICATION FORM – 2017

PERMIT IS TO BE ISSUED TO:

Name of Group _____
 Person Responsible (please print) _____
 Address _____ 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:

- South Rotary or 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"/> No |

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

FEES: The rental fee for the South Rotary Pavilion and Gazebo is \$158.40 (incl. tax) for a ½ day and \$211.20 (incl. tax) for the whole day plus a \$50.00 refundable deposit charge. Non residents add \$105.60 (incl. tax) to the 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

Rental Fee \$ _____
Deposit \$ _____

Grand Total \$ _____

The Parks Department has installed roller shades on three of the pavilion openings for your use. Before leaving the park, please roll the shades up and padlock them in place. If they were vandalized due to the fact that they were not returned to an upright position, your deposit would be withheld and used towards the repair cost.

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.

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

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