



11333 N. Cedarburg Road 60W
Mequon, Wisconsin 53092-1930
Phone (262) 236-2913
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Date of Application _____

cdeuster@ci.mequon.wi.us

**North Reuter Pavilion
4100 West Highland Road
2021 – PARK USE APPLICATION FORM – 2021**

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 (additional fees to reserve space or field):

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:

(OVER)

FEES: The rental fee, for groups of 150 people or less, \$501.13 (incl. tax), plus a \$200 refundable security deposit. For groups larger than 150 people is \$527.50, plus the refundable security deposit. Non residents add \$105.50 (incl. tax) to rental fee. Large groups and special events will be handled on an individual basis. 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.

**Pricing based upon the current fee schedule. Fee schedules are updated annually. Any reservation made prior to the adoption of fee schedule may result in an increased fee. The difference between the paid and increased fee is due no less than 30 days prior to the rental. Failure to pay will result in a reduced security deposit to otherwise cover the increased fee.*

* 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 2-3 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.

FOR OFFICE USE ONLY

Approved Request Yes No
 Insurance Needed Yes No
 Insurance Submitted Yes No
 Keys Issued Yes No
 Permit Fee Received \$ _____
 Permit Fee Tax \$ _____
 Damage/Clean-up Deposit \$ _____
 Total Fee Paid \$ _____

Date Received _____
 Approved by _____
 Receipt # _____
 Date of Deposit/Refund Authorization _____

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