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Date of Application \_\_\_\_\_

**South Rotary Pavilion *or* Gazebo** (Please circle preference)  
**4100 West Highland Road**  
**2021 - PARK USE APPLICATION FORM – 2021**

**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 (additional fee to reserve fields):**

- 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:**

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(OVER)

**FEES:** The rental fee for the South Rotary Pavilion or Gazebo is \$237.38 (incl. tax) plus a \$50.00 refundable deposit charge. To add the Gazebo to any rental there is a charge of \$105.50 (incl. tax). Non residents add \$105.50 (incl. tax) to the rental fee. Large groups and special events will be handled on an individual basis.

*\*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 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  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 DISPATCHER