



Application for Village Park Rental Agreement

Public Works Department
8600 Green Bay Road, Pleasant Prairie WI 53158
Phone: 262-925-6700
Email: CCS@pleasantprairiewi.gov

General Information

Application Date			
Applicant Name		Organization Name	
Address	City	State	Zip
Phone Number		Email	

Event Details

Facility Requested:

<input type="checkbox"/> Ingram Park	<input type="checkbox"/> Pleasant Prairie Park	<input type="checkbox"/> Becker Park (Ballfield)*	<input type="checkbox"/> Carol Beach (Ballfield &/or Pavilion) *
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*Must order portable toilet/s when renting this area – there are no restroom facilities at this park

Event Details

Event Date	Time Requested From: To:	Attendance
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Rates: \$100 Due with 48 hours to confirm. Balance due on _____

Rental \$25/hr. (min. 3 hours – includes set up & take down)	Tax (5.5%)	Refundable Security Deposit \$100	Liquor Permit Fee \$50	Liquor Permit Refundable Security Deposit \$250	Cancellation/Rescheduling Fee \$50
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Do you plan to request an alcoholic beverage permit?	Do you plan to place tents and/or dry bounce houses in park area?
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Rental (\$25/hr. min 3 hours)	\$
Refundable Deposit	\$
Liquor Permit	\$
Refundable Liquor Deposit	\$
Tax 5.5%	\$
Total Due	\$

Reservation & Payment Policy

To confirm a rental reservation a minimum of \$100 is required within 48 hours to confirm your slot. The balance of the rental fees including the refundable security are due as noted above with cash or check only. Special events/multiple reservations may require additional amounts owed.

Renters must be over the age of 21 and there must be a responsible adult on site at all times with all rentals.

No refunds for unused time or inclement weather.

No fog machines or confetti in any location.

Portable Toilets - Rentals having 100 or more guests will need to rent porta-potties and sinks. **Renter is responsible to provide own portable toilet facilities.**

Cancellation/Rescheduling Policy – Any rental rescheduled or canceled within 30 days of event is subject to a \$50 cancellation/rescheduling fee. Prime time reservations Memorial Day through Labor Day may forfeit the entire deposit.

Refundable Security Deposits – Refundable security deposits will be returned upon inspection that there is no damage or loss of Village property to the reserved site. Refunds may take up to 5 weeks.

Alcohol Permit Required for Consuming/Possessing Alcoholic Beverages on any Village Property

A \$50 non-refundable Permit Application Fee shall be submitted for securing the alcoholic permit. Alcohol permits are subject to approval. This is a permit to consume only. **NO** liquor sales are allowed either directly or indirectly. Contact the Village Hall for a liquor license to sell. **Liquor permits to consume only cover rented areas as noted on your agreement and only for the time frame you have rented.**

Alcoholic Beverage Deposit - A \$250 refundable deposit is required for agreements including a liquor permit. This deposit will be returned upon inspection that there is no damage or loss of Village property to the reserved site. Refunds may take up to 5 weeks. **To apply for a liquor permit you need a reservation.**

Special Permits approval from the Village Board is required for any of the following activities

- Musical, theatrical or other entertainment, parade, procession, public meeting, or gathering of any kind, political or religious address, oration or demonstration of any kind. Use of loudspeaker or amplifying equipment for outdoor events. The sale or offer for sale of any article or performing any service for hire or solicit for any trade, occupation, business, or profession. Place or carry any structure, bulletin board or advertising device of any kind, or post any notice. NOTE: Alcoholic beverages may not be **sold** without the appropriate license. Please contact the Village Hall regarding alcohol sales licenses.

Failure to disclose - If renter fails to disclose all detailed rental/event information it could result in cancellation and renter would lose any deposits and/or payments made. I.E. selling of adult beverages either directly or indirectly; equipment requiring special set ups, temporary structures not met with approval, etc.

Please read and sign below:

I, the undersigned, hereby apply to reserve a designated area in the aforementioned Village of Pleasant Prairie Parks Dept. for the purpose as specified on this rental agreement described below from the Village of Pleasant Prairie. I agree to abide by Parks and Recreation Ordinance Chapter 242-1 through Chapter 242-5 and any and all rules or regulations posted and/or provided to me. In addition, I, the undersigned, hereby take full responsibility for all persons who will be associated with the scheduled event and said reservation. I waive and release the Village of Pleasant Prairie and its employees and agents from all rights, claims, liabilities and damages for personal injury or property damage to myself or others, arising out of, or relating whatsoever in any manner as a result of the scheduled event for damages to any person or property. In addition, I, the undersigned hereby waive any claim for damages to my child or property and assume all risks and accept personal financial responsibility for these damages. A payment of at least \$100.00 is due within 48 hours of receiving a facility rental agreement to be valid. I, the undersigned, hereby understand that any refundable deposit will be returned, as noted above, upon Village inspection that there are no damages or loss of Village property to the reserved site. In addition, I, the undersigned, will be held financially responsible for any costs associated with the loss or damage of Village property which may exceed the required deposit

PERMIT TO CONSUME/POSSESS INTOXICATING LIQUOR IN ANY VILLAGE PARKS OR VILLAGE OWNED PROPERTY

Pursuant to Village Code, Parks and Recreation Chapter 242-2 (B), a permit from the Director of Public Works is required for consumption/possession of any intoxicating beverage in any Village Park or Village Owned Property. Intoxicating liquor and/or beer may not be sold and no alcohol and/or beer may be served to any minors. The legal drinking age in the State of Wisconsin is 21 years. The undersigned agrees to protect, indemnify and save harmless the Village of Pleasant Prairie, its agents and employees, from and against any and all claims, demands, suits, liability and expense by reason of loss or damages to any property or bodily injury to any person, whatsoever, that may rise from consumption of intoxicating liquor in any Village Park or Village owned property.

I am applying for a liquor permit to consume only. No sales either directly or non-directly for the above event date and time: Yes _____ No _____

I have read and understand the above material

Signature:

Date:

For Office Use Only:

Scheduled by: (Staff Signature)

Date booked:

Payment Received Date:

Payment Amount:
\$ _____

Cash

Check