



Darboy Community Park Shelter Rental Application
Town & Village of Harrison - W5298 HWY 114, Menasha, WI 54952

DATE OF RENTAL: _____ TIME: _____
(including set-up and clean-up)

NAME: _____

ORGANIZATION NAME (if any): _____

MAILING ADDRESS: _____

RESIDENT OF: HARRISON / BUCHANAN / OTHER *(please circle one)*

HOME PHONE: _____ DAY PHONE: _____ EMAIL: _____

TYPE OF EVENT: _____

Do you intend to have any of the following:

"Yes" to any of these may require special approval. Please allow 30 days for review.

- | | | |
|---------------------------|--------------|--|
| 1. Beer sales | No___ Yes___ | If yes, liquor license is required |
| 2. Concession Sales | No___ Yes___ | If yes, contact Calumet Co. Health Dept. |
| 3. Amplification/sound | No___ Yes___ | If yes, purpose/type _____ |
| 4. Tents | No___ Yes___ | If yes, required to call in and pay for locates |
| 5. Mechanical Rides | No___ Yes___ | If yes, Certificate of Insurance required |
| 6. Admission Fee charge | No___ Yes___ | |
| 7. This is a public event | No___ Yes___ | If yes, Certificate of Insurance may be required |

I agree to indemnify and save harmless the Town of Buchanan, Town of Harrison, Village of Harrison and their employees and elected/appointed official and their agents from any and all liability from claims of bodily damage or any other nature whatsoever arising out of the use of the Community Park. I have received a copy of the facility Use Policies and Procedures attached to this contract and agree to abide by all the rules and regulations formulated for the use of the building and facilities located in the Town/Village of Harrison.

Signature _____ Date _____
(Applicant must be 18 years or older)

Please complete this form and return with **two** separate payments of the **\$30.00 rental fee** (\$60.00 for non-residents) and **\$150.00 security deposit** and mail to:

Village of Harrison
W5298 Hwy 114
Menasha, WI 54952

Make checks payable to: Village of Harrison.

The Park Pavilion is not reserved until this completed form, rental fee, and security deposit are received!

The Shelter key must be picked up from the Harrison Municipal Building, W5298 Hwy 114, Menasha prior to your event. There is a \$75.00 fee to have staff unlock the shelter if the key is not picked up or if the garbage cans are not emptied.

Office use only

Rental fee: _____ Key # issued: _____
Security Deposit: _____ Date key returned: _____
Electrical panel fee: _____ Office staff initials: _____
Board approval: _____
Certificate of insurance/licenses _____

Darboy Community Park Shelter Rental Policies

Park Hours: 6:00am to 11:00pm

Public Access: Park land and public restrooms are open to the public. A reservation gives exclusive use of park shelter and concession only.

Reservations: Reservations for park pavilions or facilities are on a first come-first served basis and may be made no more than one (1) year in advance. In the event the one year date reservation falls on a day that the Harrison Municipal Building is closed, the earliest reservation shall be the next working day.

The Park Shelter is not reserved until the completed reservation form, rental fee (\$30.00 resident, \$60.00 non-resident), and security deposit (\$150.00) are received at the Harrison Municipal Building, W5298 Hwy 114, Menasha. Dates and hours on the reservation form must include set-up, takedown, and cleaning time. The adult signing the reservation form is the duly authorized representative for any and all damages, missing items, and clean up. The user is required to clear and clean the facility after use; this includes removing garbage from the waste receptacles.

The shelter key must be picked up from the Harrison Municipal Building prior to the event. There is a \$75.00 fee to have staff unlock the shelter if the key is not picked up. The key must be returned to the Harrison Municipal Building within two business days; a 24-hour drop box is available to return the key in after hours.

Sale of Concessions/Commercial Events: Sales of any kind are not permitted in the park unless authorized by person authorized to issue this permit. Groups authorized to sell concessions; secure all necessary permits for concession operations; provide all supplies, materials and equipment to operate concessions; keep the area around the concession operation clean; and operate the concession in accordance with the satisfactory practices and abide by the laws and regulations governing same.

Music/Disc Jockeys/Noise: No person shall use or operate a P.A. system, amplifier or device which increases the volume of voice, music, or other sounds so loud as to disturb the public peace or the quiet and peacefulness of the surrounding neighborhood without prior approval from the Committee of the Whole.

Alcohol Policy: No alcoholic beverages, other than fermented malt beverages and wine are allowed in any park except by special permit from person issuing this permit.

No person shall drink from, open a container of, or have in his possession a container of fermented malt beverage or intoxicating liquor in the park before 12:00 pm or after 9:00 pm except where permitted by a special exception stated on this permit. A liquor license is required for the **sale** of any alcohol.

Damage Policy: It is the user's responsibility to inspect the facility and report any problems. If a park or facility is damaged as a result of an event or rental, the cost for the labor and materials used for repair will be charged to the renter. This amount will be deducted from the security deposit; the difference will be billed out if the assessed fine exceeds the amount paid for a security deposit. Charges will be assessed for any damages, cleaning, lost locks or other services required. Violation of Village or Town Ordinance or the rental agreement will result in the security deposit being withheld and denial of future reservation requests. There is a \$75.00 fee to have staff unlock the shelter if the key is not picked up.

Garbage from the waste receptacles must be removed and replaced with clean bag. Garbage bags are provided in the shelter. A \$75.00 fee will be charged if the garbage cans are not emptied.

No additions, alterations, or changes to the park grounds, structure or buildings are permitted without written permission of the person issuing this permit.

Security and Liability: Security is the responsibility of the renter. The Town/Village is not responsible for the safety of individuals attending or participating in an event. The Town/Village and its staff shall not be liable for lost, stolen, or damaged property, personal injuries, or other loss at any reserved facility.

Certificate of Insurance: A certificate of insurance is required for rentals open to the public. The certificate of insurance must give evidence of proper liability insurance, naming the Village of Harrison as an additional insured in the amount of \$2 million. The certificate of insurance must be on file 2 weeks prior to the rental to the Town and Village of Harrison and Town of Buchanan. A copy of an insurance policy is not acceptable.

Cancellation Policy: A full refund of the rental fee for a cancellation at a park pavilion or facility will be made only if cancelled 30 days before the rented date. If not cancelled before 30 days, the \$30 rental fee will be retained by the Town/Village.

The Town/Village reserves the right to cancel and/or relocate any reservation, if the reservation threatens the integrity of the park and/or facility due to misrepresentation or information on application, unsafe facility conditions, or weather conditions.

All existing Park Rules and Town/Village Ordinances, whether listed here or not, are to be observed. The Town/Village reserves the right to revoke a reservation or special permit at any time when there is a violation of Park Rules or Town/Village Ordinance.