



Darboy Community Park "Shelter Rental" Application

N9334 Noe Rd • Harrison • WI 54915

Name: _____ Email: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Rental Date: _____ Rental Hours: _____

(include set-up/clean-up)

Type of Event: _____ Organization (if any): _____

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___ | 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, 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 Village of Harrison.

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

Village Staff Signature _____ Date _____

Return this completed form and **two** separate payments of **\$75.00 rental fee** (\$150.00 for non-residents) and **\$150.00 security deposit** and mail to:

Village of Harrison
W5298 Hwy 114
Harrison, WI 54952

***The Park Pavilion is not reserved until
 this completed form, rental fee, & security deposit are received.***

For Office Use	
Rental Fee: _____	Key # Issued: _____
Security Deposit: _____	Date Key Returned: _____
Electrical Panel Fee: _____	
Board Approval: _____	
Certificate of Insurance/Licenses: _____	

Darboy Community Park Shelter • Use Policy & Procedures

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

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 the park pavilion 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 (\$75.00 resident, \$150.00 non-resident), and security deposit (\$150.00) are received at the Harrison Municipal Building. 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/recycling 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 of the event; a 24-hour drop box is available to return the key after hours.

Sale of Concessions/Commercial Events: Sales of any kind are not permitted in the park unless authorized by persons authorized to issue the permit. Groups authorized to sell concessions; must 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 the person issuing this permit.

No person shall drink from, an 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 when 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 due to 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 damage, cleaning, lost locks, or other services required. Violation of Village 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 prior to the event.**

Garbage from the waste receptacles must be removed and replaced with clean bags. 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 Village is not responsible for the safety of individuals attending or participating in an event. The 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 Village of Harrison. A copy of an insurance policy is not acceptable.

Cancellation Policy: For events held between September 1 and May 31, a full refund of the park pavilion or facility rental fee shall be made only if canceled 30 or more days prior to the event date. There is NO refund if canceled within 30 days of the scheduled event. **For events held in the months of June, July, and August, there is a strict No Refund policy regardless of notice date.**

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