

## 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 | <input type="checkbox"/> | Yes | <input type="checkbox"/> | If yes, liquor license is required               |
| 2. Concession Sales    | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | If yes, contact Calumet Co. Health Dept.         |
| 3. Amplification/sound | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | If yes, purpose/type _____                       |
| 4. Tents               | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | If yes, required to call in and pay for locates  |
| 5. Mechanical Rides    | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | If yes, Certificate of Insurance required        |
| 6. Admission Fee       | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |  |
| 7. Public event        | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | If yes, Certificate of Insurance may be required |

*I agree to indemnify and save harmless the Village of Harrison, and their employees and elected/appointed official and their agents from any 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.*

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Applicant must be 18 years or older)

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

***The Park Pavilion is not reserved until the completed form, and rental fee are received***

**Office Use**

Rental Fee: \_\_\_\_\_

Key # Issued: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Electrical Panel Fee: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Office Staff Initials: \_\_\_\_\_

Board Approval: \_\_\_\_\_

Certificate of Insurance/Licenses: \_\_\_\_\_

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## Park Shelter • Rental Policy, Procedures, & Guidelines

**Park Rental Hours:** 7:00 am to 11:00 pm

**Public Access:** Park property and the public restrooms are open to the public. The reservation gives exclusive use of the park shelter and concession area only.

**Fees:**

- Harrison and Buchanan residents: \$75.00 rental fee + \$150.00 refundable security deposit.
- Non-resident: \$150.00 rental fee + \$150.00 refundable security deposit.
- Security Deposits are paid at the Village Hall during the shelter key pick-up before the event. The security deposit will be returned per the Village Damage Policy and the shelter key is returned to the Village Hall

**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. If the one-year reservation date falls on a day the Village Hall is closed, the earliest reservation shall be the next working day.

The park shelter is not reserved until the completed reservation form, and rental fee (\$75.00 resident, \$150.00 non-resident), are received at the Harrison Village Hall.

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 damages, missing items, and cleanup. The renter must 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 Village Hall before 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 Village Hall within two business days after 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, or have in their 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 renter'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. Violations of Village Ordinances or of the rental agreement may 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 before 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 before 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 before the event date. **For events held in June, July, and August, there is a strict No Refund policy regardless of the cancellation 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 misinformation 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.**