

Darboy Community Park - Shelter Rental Application

N9334 Noe Rd • Harrison • WI 54915

Name: _____ Phone: _____

Address: _____

Rental Date: _____ Rental Hours: _____

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

Do you intend to have any of the following:

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

- | | | |
|---------------------|----------------|--|
| 1. Bounce House | No ___ Yes ___ | If yes, a Certificate of Insurance is required |
| 2. Alcohol Served | No ___ Yes ___ | If yes, a Special Event Permit is required |
| 3. Concession Sales | No ___ Yes ___ | If yes, a Special Event Permit is required |
| 4. Amplified Sound | No ___ Yes ___ | If yes, a Special Event Permit is required |
| 5. Tents | No ___ Yes ___ | If yes, a Special Event Permit is required |
| 6. Mechanical Rides | No ___ Yes ___ | If yes, a Special Event Permit is required |
| 7. Admission Fee | No ___ Yes ___ | If yes, a Special Event Permit is required |
| 8. Public event | No ___ Yes ___ | If yes, a Special Event Permit is required |
| 9. Street Closure | No ___ Yes ___ | If yes, a Special Event Permit is required |

- The renter is responsible for damage caused to the facility's furniture, equipment, and structure during the event.
- The renter is responsible for cleaning the kitchenette. See instructions on the refrigerator.
- **Key Pick Up/Security Deposit Dropoff:** Mon-Fri 8:00 am to 3:00 pm the week **before** your event
- The security deposit will be returned/shredded after the key is returned. The key must be returned within 2 business days **after** the event. A \$25.00 fee will be applied for lost or unreturned cards.

*I agree to indemnify and save harmless the Village of Harrison, their employees and elected/appointed officials, 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 Guidelines** 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.*

Applicant Signature: _____ Date: _____

(Applicants must be 18 years or older)

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

Office Use:

\$150 Security Deposit: Ck# _____

\$75/\$150 Rental Fee: Ck# _____

Staff Signature _____ Date _____

Key:

Date Issued: _____

Date Returned: _____

Staff Int:

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Park Shelter Policies and 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 if the facility is properly cleaned, there is no damage to the facility, equipment, or structure, and the keys have been returned.

Reservations: Park Shelter reservations are first-come, first-served and can be made starting November 15 of the year before the reservation date. If November 15 falls on a day the Village Hall is closed, the earliest reservation shall be the next working day. The Park Shelter is not available to rent on holiday weekends.

The park shelter is not reserved until the completed reservation form and rental fees are received at the Village Hall.

Keys: The shelter key must be picked up from the Village Hall **before** the reservation date. There is a \$100.00 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 for after-hour returns. An on-call card will be given with the key for emergencies during your rental.

Damage Policy: Renters are responsible for inspecting the facility before use and reporting any issues. If damage occurs during the rental, the cost of repairs—including labor and materials—will be deducted from the security deposit. Any remaining balance will be billed to the renter. Additional charges may apply for damage, cleaning, or other necessary services. Violations of Village Ordinances or rental rules may result in the loss of the security deposit and denial of future reservations.

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.

Cancellation Policy: If a rental is canceled at least 30 days before the scheduled date, a full refund will be issued, minus a \$25 processing fee. Cancellations made less than 30 days before the event are not eligible for a refund.

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 the application, unsafe facility conditions, or weather conditions.

Cleaning: The renter is responsible for cleaning the kitchenette. The park shelter must be cleaned and vacated by 11:00 pm of the event. Renters must empty all garbage and recycling bins, place the waste in the designated enclosure, and replace them with clean bags. A \$75.00 fee will be charged if the garbage and recycling bins are not emptied.

NO SMOKING inside the building.

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. 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.

Sales of Concessions/Commercial Events: Sales of any kind are not permitted in the park unless authorized by Village staff. 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 by satisfactory practices and abide by the laws and regulations governing the 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 Village Board.

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

No person shall drink from an open 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.

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 event permit at any time when there is a violation of Park Rules or Village Ordinance.

Cleaning Checklist

- **Do NOT pour grease/oil/food down any drain, toilet, or urinal.**
- **Let grease/oil cool and harden, then place in the garbage.**
- Turn off appliances
- Wipe down countertops and any appliances used in the kitchenette
- Remove your food from the refrigerator
- Sweep & mop up any sticky spills inside the kitchenette
- Remove any decorations
- Empty **garbage** (black bags) from the shelter area and kitchenette. Place the bagged garbage in the designated dumpster located inside the enclosure.
- Empty **recycling** (clear bags) from the shelter area and kitchenette. Place the bagged recycling inside the enclosure **on the ground**, inside the enclosure.
- Turn off the lights in the kitchenette
- Lock the door
- Return keys to the Village Hall or in the drop-box within 2 business days

You are responsible for:

- ✓ Dish towels/cloths & dish soap
- ✓ Serving utensils
- ✓ Coffee, cups, creamer, etc.

Keep this copy for future reference