

DARBOY COMMUNITY PARK

For Towns of Buchanan and Harrison

Park Rental Permit Application

DATE OF RENTAL: _____ TIME: _____ AM/PM

NAME: _____

MAILING ADDRESS: _____

RESIDENT OF HARRISON / BUCHANAN / NEITHER (please circle one)

HOME PHONE: _____ DAY PHONE: _____

ORGANIZATION NAME: _____ CONTACT: _____

TYPE OF EVENT: _____

Special Requests

- | | | |
|---------------------|--------------|-----------------------------------------------------|
| 1. Beer sales | No___ Yes___ | If yes, liquor license is required |
| 2. Concession Sales | No___ Yes___ | If yes, contact Calumet Co. Health Dept. for Permit |
| 3. Amplification | No___ Yes___ | If yes, purpose/type _____ |
| 4. Tents | No___ Yes___ | |
| 5. Mechanical Rides | No___ Yes___ | Certificate of Insurance required |
| 6. Other | No___ Yes___ | Admission Fee charged _____ |

I agree to indemnify and save harmless the Towns of Buchanan/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 by the Park Committee for the Towns of Buchanan/Harrison for the use of the building and facilities located in the Town of Harrison.

Signature _____ Date _____

(Applicant must be 18 years or older)

For Office Use only- Fees

Park Rental \$ Pavilion Fee \$ Concession Fee \$ Health Permit \$

Park and Recreation Dept Approval _____ Date _____

Please complete this form and return with \$25.00 to: Harrison Town Hall
W5298 Hwy 114
Menasha, WI 54952

Make check payable to: Town of Harrison. You will need to pick-up the shelter key from the Town Hall prior to your event. The security deposit can be made at that time.

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Towns of Buchanan and Harrison Park Rental Policies

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 Town Hall is closed, the earliest reservation shall be the next working day. The adult signing the reservation form is duly authorized representative for any and all damages, missing items, and clean up. Dates and hours on the reservation form must include set-up, takedown, and cleaning time. The user is required to clear and clean the facility after use.

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.

Alcohol Policy

No alcoholic beverages, other than fermented malt beverages and wine containing not more than 6% alcohol by volume, 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.

Damage Policy

It is the user's responsibility to inspect the facility and report any problems. Charges will be assessed for any damages, cleaning, lost locks or other services required. Additional charges will be assessed based on time and material rates. Violation of the terms of use may result in the denial of future reservation request.

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

Cancellation Policy

Facility Rentals—A full refund of the rental fee for a cancellation at a park pavilion or facility will be made only if the facility can be rented to another party for the date cancelled.

The park and recreation director or designee, 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.

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