



**FACILITY RESERVATION AGREEMENT
PARKS AND RECREATION DEPARTMENT**

100 N. Appleton Street, Appleton, WI 54911 (www.appleton.org)

Monday-Friday 8:00 AM – 4:30 PM (920) 832-5905

PARK: _____ FACILITY: _____

DAY&DATE: _____ TIME: _____ TO: _____

APPLICANT/ORGANIZATION: _____

ADDRESS: _____ CITY/ZIP: _____

PHONE: HOME/CELL _____ WORK _____

TYPE OF EVENT: _____ # OF PARTICIPANTS: _____

E-MAIL ADDRESS: _____ CONTACT: _____

- ◆ Beer sales? No ___ Yes ___ *If yes, contact City Clerk for liquor license*
- ◆ Live Band/DJ? No ___ Yes ___ *If yes, purpose/type: _____*
- ◆ Concession sales? No ___ Yes ___ *If selling food, contact Health Department for permit*
- ◆ Tents larger than 10x20? No ___ Yes ___ *If yes, Size _____ Number _____*
- ◆ Mechanical rides/Inflatables? No ___ Yes ___ *If yes, certificate of insurance must be provided 14 days before event to City Human Resources Dept.*
- ◆ Special Event? No ___ Yes ___ *Booklet received? No ___ Yes ___
Contact City Clerk for additional information*
- ◆ Open to General Public? No ___ Yes ___ *Admission Fee Charged? No ___ Yes ___*

Special Activities or Needs: _____

I agree to indemnify and save harmless the City of Appleton and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of City of Appleton properties herein specified. I have received a copy of the Facility Use Policies and Procedures located on the back of this agreement and agree to abide by all the rules and regulations formulated by the City Council for the use of buildings and facilities; and to adhere to all specifications and limits listed.

Signature _____ Date _____

(Applicant must be 18 years of age or older.)

OFFICE USE ONLY

Approved Denied _____ Date _____

Facility Rental

Pavilion Fee(s)	\$ _____	Tent(s) Permit	\$ _____
Concession Permit	\$ _____	Inspection Fee	\$ _____
Special Event Fee	\$ _____		

Other

_____ \$ _____

<i>Amt. Rec'd \$</i> _____
<i>Cash Check Charge</i>
<i>Date</i> _____
<i>Reserv #</i> _____
<i>Receipt #</i> _____

COMBINATION FOR FOOD PREP AREA: _____

APPLETON PARKS AND RECREATION DEPARTMENT
FACILITY RESERVATION POLICIES AND PROCEDURES

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. (Example: A reservation for June 25 of next year can be made on June 25 of this year.) In the event the one year to date reservation falls on a day that the Parks and Recreation Department office 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, take-down, 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 City of Appleton parks unless authorized by the Appleton Parks and Recreation Department. Groups authorized to sell concessions agree to: operate concession at least three hundred (300) feet from the entrance to any existing concession; secure all necessary permits for concession operations; provide all supplies, materials, and equipment to operate concession; keep the area around concession operation clean; and operate the concession in accordance with 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 percent alcohol by volume, are allowed in any park. No person shall drink from, or possess an open container of permitted alcoholic beverages in any park before 12:00 (noon) or after 9:00 p.m. except in the posted areas of Appleton Memorial Park while organized league or tournament softball/baseball play is in progress. Permits to extend these time limitations, or type of alcohol permitted, may be applied for from the Director or designee thereof. A decision to deny such permit may be appealed to the appropriate committee of jurisdiction.

DAMAGE POLICY

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

No additions, alterations, or changes to the park grounds, structures, or buildings are permitted without the written permission of the Appleton Parks and Recreation Department.

CANCELLATION/REFUND POLICY

Facility Rentals -- A full refund of the rental fee will be made if the reservation is cancelled more than 90 days in advance of the event. A full refund of the rental fee for a cancellation at a park pavilion or facility less than 90 days in advance of the event will be made only if the facility can be rented to another party for the date canceled. Refunds are subject to a \$10.00 processing fee.

The Parks 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 of information on application, unsafe facility conditions, or weather conditions.

All facilities and areas have maximum capacities set by safety code regulations, planned seating capacities, and parking provisions. The Parks and Recreation Department reserves the right to deny any reservation application if the expected attendance will exceed the safe capacity of the facility so as to endanger public health and safety.

After Hours Police Non-Emergency (920) 832-5500
Weekend On-Call (920) 419-6029



The City of Appleton Parks and Recreation Department is dedicated to providing leisure services, recreational facilities and environmental management to enhance the quality of life for the community.