



CITY OF APPLETON

Department of Parks & Recreation
1819 East Witzke Blvd.
Appleton, WI 54911
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www.appletonparkandrec.org

SCHEIG CENTER RESERVATION REQUEST AND AGREEMENT FORM

DAY & DATE: _____ TIME: _____ TO: _____
(Include setup and take down)

TYPE OF EVENT: _____ # OF PARTICIPANTS: _____
(75 maximum)

APPLICANT/ORGANIZATION: _____

ADDRESS: _____ CITY/ZIP: _____

PHONE: _____ E-MAIL ADDRESS: _____

DAY OF CONTACT NAME: _____ CELL PHONE: _____

POINT OF CONTACT DAY OF EVENT (MUST BE AT LEAST 18 YEARS OF AGE)

- ◆ Beer sales? No _____ Yes _____ If yes, contact City Clerk for liquor license
- ◆ Live Band/DJ/Music ** No _____ Yes _____ If yes, purpose/type: _____
All amplified music must meet City ordinance levels. Contact Health Dept. to apply for variance to normal noise levels.
- ◆ 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 in advance to HR Dept, Attn: Risk Manager
- ◆ Special Event? No _____ Yes _____ If yes, contact City Clerk Office for application.
Special Park Activity Insurance Agreement for attendance under 250
Certificate Insurance required for attendance 250+
- ◆ 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 Scheig Center 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.

By initialing this contract I agree that I have read and understand the rental procedures and guidelines.

Signature _____ Date _____

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

** Contingent on approval by the Director of Parks and Recreation or designee.

OFFICE USE ONLY

** Approved Denied _____ Date _____

Facility Rental

Center Fee	\$ _____	Tent(s) Permit	\$ _____
Garden Fee	\$ _____	Inspection Fee	\$ _____
Special Event Fee	\$ _____	Concession Permit	\$ _____
Other	\$ _____	TOTAL	\$ _____

Amount Received \$ _____
Cash Check Charge
Date _____ Time _____
Reservation # _____
Receipt # _____