



# CITY OF APPLETON

Department of Parks & Recreation  
1819 East Witzke Blvd.  
Appleton, WI 54911  
p: 920-832-5905  
aprd@appletonwi.gov  
www.appletonparkandrec.org

## FACILITY RESERVATION AGREEMENT FORM

Event Date: \_\_\_\_\_ Park/Special Area: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Estimated Number of Participants: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Group Name (if applicable): \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Birthdate: \_\_\_\_\_

Phone (home/cell): \_\_\_\_\_ Email: \_\_\_\_\_

Address (street/city/zip): \_\_\_\_\_

Event Information: \* Items marked with an asterisk may require additional fees

- ✓ Beer/wine sales?  YES  NO (if YES, contact City Clerk for approval of liquor license at 920-832-6443)
- ✓ Food/concession sales?  YES  NO (if YES, contact Health Dept. for approval of food sales at 920-832-6429)
- ✓ Live band/DJ/music?  YES  NO (if YES, purpose/type: \_\_\_\_\_)  
*All amplified music must abide by City ordinance levels and end by 9 PM. If a variance is needed, contact Health Dept. at 920-832-6429.*
- ✓ Mechanical rides/inflatables?  YES  NO (if YES, provide certificate of insurance to Risk Manager at 920-832-6300)
- ✓ Tent(s) larger than 10x20? \*  YES  NO (if YES, pay fee, get inspection application from Station 1 at 920-832-5810)
- ✓ Open to general public? \*  YES  NO (if YES, pay fee, call City Clerk for special event application at 920-832-6443)
- ✓ Is there an admission fee? \*  YES  NO (if YES, pay fee, call City Clerk for special event application at 920-832-6443)

Any Special Activities or Needs: \_\_\_\_\_

*By signing below, I affirm that I am 18 years of age or older, that my answers are truthful, and that I have read and understood the documents provided to me including the Facility Reservation Policies and Procedures. I understand I must keep this approved form with me at all times during the reservation and provide it upon request. I further agree to indemnify, defend and hold harmless the City of Appleton and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney's fees, arising out of the activities related to this agreement, caused in whole or in part by any negligent act or omission of myself or my group, anyone directly or indirectly employed by them, or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.*

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

**STOP! Office Use Only** Received in office on: \_\_\_\_\_  
Approval or denial of any concession sales or amplified sound noted above.  
 APPROVED\*  DENIED (reason: \_\_\_\_\_)  
*\*May be contingent on approval of the Special Events Committee*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Facility Rental Fees

Pavilion Fee(s):	\$ _____	Tent Permit:	\$ _____
Event Fee:	\$ _____	Other: :	\$ _____
Special Area Fee:	\$ _____	Total:	\$ _____

Amt. Received: \$ _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Charge
Date: _____
Reservation No.: _____
Receipt No.: _____

## **FACILITY RESERVATION POLICIES AND PROCEDURES**

**ALCOHOL** - The possession and consumption of fermented malt beverages and wine is permitted in conjunction with a pavilion or special area reservation so long as all applicable laws are followed at all times (example: lawful drinking age). No other types of alcohol are permitted. Persons shall not drink from or have in his/her possession an open container of fermented malt beverage or wine in any city park before 10:00 a.m. or after 10:00 p.m., except in the Appleton Memorial Park Softball Complex when organized softball league play is in progress or with written permission of the Department Director or designee.

**CANCELLATION/REFUND POLICY** - A refund of the rental fee will be made if the reservation is cancelled more than ninety (90) days in advance of the event. A refund of the rental fee for a cancellation less than ninety (90) days in advance of the event will be made only if the pavilion or special area can be rented for the same date canceled. Refunds are subject to a \$10.00 processing fee. No partial refunds shall be granted. The Department 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, weather conditions, etc. In the event a reservation is cancelled by the Department Director or designee there shall be no processing fee.

**DAMAGE POLICY** - The applicant is the duly authorized representative for any and all damaged and/or missing items and agrees to clean up the area after use. It is the applicant's responsibility to inspect the area upon arrival and report any problems. Charges will be assessed for any damages, cleaning or other services required and additional charges will be assessed based on time and material rates. Additions, alterations, or changes to the park grounds, structures, or buildings shall be considered damage unless prior written authority was provided by the Department Director or designee.

**SALES AUTHORIZATION** – Sales, including providing lessons or classes, are not permitted unless authorized by the Department Director or designee. Those authorized to sell must: (1) operate at least three hundred (300) feet from the entrance to any existing concession, (2) secure all necessary permits, (3) provide all supplies, materials, and equipment, (4) keep the area clean, (5) operate in accordance with satisfactory practices, and (6) abide by the laws and regulations governing same.

**PROHIBITED ACTIVITIES** - The following activities are prohibited at all times: damage to property, littering, and the use of UTVs/ATVs/Snowmobiles. The following activities require the permission from the Department Director or designee or a permit: after-hours access, amplified sounds, archery (except as part of rec. program or at AMP archery range), camping, fires, fireworks, fishing (except at AMP pond and in stormwater ponds), glass bottles, hunting, mechanical rides/dunk tanks/inflatables, model toys, pets (other than ADA animals and leashed dogs on approved trails), sales (see above), special events or activities beyond the normal and ordinary use of the park or facility, swimming (except at Erb and Mead pools), and weapons (except as allowed by law).

**RESERVATIONS** - Reservations are on a first-come, first-served basis and may be made no more than one (1) year in advance, except pavilions or special areas reserved for special events shall have thirty (30) days after the date of the special event to reserve the same area for the same day or weekend for the following year. All pavilions and special areas have maximum capacities, and an application may be denied if the expected attendance will exceed the maximum capacity. Dates and hours on the reservation form must include set-up, take-down, and cleaning time.

**Police Non-Emergency: 920-832-5500**  
**Parks and Recreation Department: 920-832-5905**  
**After hours assistance: 920-730-3041**

**The applicant is required to keep this approved reservation agreement form or purchase receipt with them at all times during the reservation and must provide it when asked by any police officer or city employee.**