PARK RESERVATION APPLICATION

*(Must be received at City of Green Lake at least **30 days** before event.)*

Name or description of event:			
Sponsoring organization or individual:			☐ N/A
Park Area(s) to be reserved:	☐ Deacon Mills Park	☐ Playground Park	☐ Hattie Sherwood Beach ☐ Highknocker Trail Park
Contact Person: (First Name Last Name)	Contact address:	Contact phone number:	
Date(s) of event:	Hours of use: ☐ AM ☐ PM to	☐ AM ☐ PM	
Max # of people at entire event:		Max # of people at any given time:	

APPLICANT RESPONSIBILITY:

- All trash must be removed by bag or use of a dumpster.
- Bathrooms and grounds must be cleaned immediately after the event.
- Tents may be set up two days prior to the event and must be removed the day after the event. A $25/day fee will be charged for each additional day. **Applicants must call Diggers Hotline to mark area for any staking. (800-242-8511)**
- A $5 fee will be charged for each for-profit vendor; not-for-profit groups are exempt from paying the vendor fee.
- The cost of any service performed by the Public Works Department will be deducted from the deposit.
- The Applicant must hold an approved City of Green lake Class B Beer License for events when beer and/or wine will be sold. Applications are available at City Hall.
- The deposit will be returned to applicant after inspection of the park by the Department of Public Works after the event has concluded.

APPLICANT PROCESS:

Tent for event ☐ yes ☐ no
(If yes, size of tent _____ ft x _____ ft)

Vendors selling at event ☐ yes ☐ no
(If yes, $5/per vendor must be included, non-refundable, *not-for-profit is exempt*)

Special needs/requirements ☐ yes ☐ no
(If yes, please list special needs/requirements on the reverse side of document)

FEES:

$ _____ Deposit (see below chart)

$_____ Rental Fee (see below chart)

$_____ Tent Fee ($75.00 Tent Fee for Deacon Mills Park ONLY)

$_____ Vendor Fee ($5 x ____ vendors)

$_____ TOTAL FEES

Fee Schedule Price Per Day	Monday-Thursday	Weekend/Holiday 0-99 People	Weekend/Holiday 100-249 People	Weekend/Holiday 250+ People
Deposit	$100.00	$100.00	$100.00	$100.00
Deacon Mills Park *491 South Street*	$75.00 Resident $100.00 Non-Resident	$100.00 Resident $125.00 Non-Resident	$150.00 Resident $200.00 Non-Resident	$200.00 Resident $300.00 Non-Resident
Playground Park *547 Mill Street*	$50.00 Resident $75.00 Non-Resident	$75.00 Resident $100.00 Non-Resident	$100.00 Resident $150.00 Non-Resident	$150.00 Resident $250.00 Non-Resident
Hattie Sherwood Beach Pavilion-*450 S. Lawson Dr*	$75.00 Resident $100.00 Non-Resident	$100.00 Resident $150.00 Non-Resident	Not Applicable	Not Applicable
Highknocker Trail Park *564 Hignknocker Trail*	$50.00 Resident $75.00 Non-Resident	$75.00 Resident $100.00 Non-Resident	$100.00 Resident $125.00 Non-Resident	$1250.00 Resident $150.00 Non-Resident

AGREEMENT:

Applicant specifically agrees that such use shall be in conformity with the rules and regulations propounded or to be propounded from time to time by the City of Green Lake. Failure to follow these rules will result in forfeiture of the deposit. Such applicant further specifically waives on behalf of themselves and all other members of this event, any responsibility of the City of Green Lake, a Municipal Corporation, for any injuries sustained while utilizing the premises, including members of the general public in attendance, and further agrees to indemnify the City of Green Lake from any damages or causes of action which may be brought against the City in relationship to such use.

Applicant Signature: _____ ***Date of Application:*** _____

Office Use ONLY:

Rec'd ___/___/___ Amt Pd $_____ Receipt #_____ Clerk/Treasurer Signature _____

Referred to City Council on ___/___/___ Application Approved by: DPW _____ PD _____

Condition of park AFTER event: ☐ excellent ☐ good ☐ fair ☐ poor Comments: _____

Return of Deposit: ☐ yes ☐ no Amount Returned: $_____ Date: ___/___/___

Refund Approved by the Director of Public Works _____ Date: ___/___/___