

## GREEN LAKE CITY PARK RESERVATION APPLICATION

Name or description of event:		
Park area(s) to be reserved:		Sponsoring organization or individual:
Date(s) of event:	Hours of use:	Contact person:
Max # people at entire event:	Max # people at any given time:	Contact phone number:
Will a tent be used for this event? <input type="checkbox"/> no <input type="checkbox"/> yes, size = _____ ft. x _____ ft.		Contact address:

**Application Process:**

- Application must be received at City office at least 15 days prior to event.
- A \$100 /event deposit fee must accompany application, plus \$25 /day maintenance fee.
- Vendors will sell at this event.

**FEES:**    \$ \_\_\_\_\_ Deposit (\$100 /event)  
               \$ \_\_\_\_\_ Maintenance (\$25 /day)  
               \$ \_\_\_\_\_ Electricity Fee (\$5 x \_\_\_\_\_ outlets)  
               \$ \_\_\_\_\_ Vendor Fee (\$5 x \_\_\_\_\_ vendors)  
               \$ \_\_\_\_\_ **TOTAL FEES**

**Applicant Responsibility:**

- Trash must be removed by bag or use of dumpster. (suggested: 2-yard dumpster per 100 people)
- Bathrooms must be cleaned immediately after the event.
- Grounds must be cleaned up immediately after the event.
- Tents may be raised two days before 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.**
- A\$5 fee will be charged for use of each electrical outlet.
- 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.
- User must hold an approved Green Lake City Class B Beer license for events when beer and /or wine will be sold. Applications are available at City Hall.

Applicant Signature \_\_\_\_\_

Date of Application: \_\_\_\_\_

*Below for office use only.*

Rec'd \_\_\_/\_\_\_/\_\_\_    Amt Pd \$ \_\_\_\_\_    Receipt # \_\_\_\_\_    Treasurer Signature \_\_\_\_\_

Referred to Common Council on \_\_\_/\_\_\_/\_\_\_

Application approved by \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_

<p>Conditions of park(s) PRIOR to event:</p> <p>___ excellent    Comments: _____</p> <p>___ good</p> <p>___ fair</p> <p>___ poor</p>	<p>Conditions of park(s) AFTER to event:</p> <p>___ excellent    Comments: _____</p> <p>___ good</p> <p>___ fair</p> <p>___ poor</p>
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Return of deposit: \_\_\_ yes \_\_\_ no

Itemized deductions: \_\_\_\_\_

Amt Returned: \$ \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**CITY OF GREEN LAKE  
 PO BOX 216  
 GREEN LAKE, WI 54941**

**REFUND APPROVED BY – DIRECTOR OF PUBLIC WORKS**