



## City of Green Lake Park Reservation Application

Name/Description of Event:	Sponsoring Organization/Individual:
Park Area(s) to be reserved:	Contact Person, Address & Phone Number:
Date(s) of Event	Hours of use:
Will a tent be used for this event? ____ No ____ Yes If yes, size of tent ____ ft. x ____ ft (**\$75.00 Tent Fee for Deacon Mills Park ONLY-\$25.00 per day after event still applies for all parks**)	Maximum # of people at entire event: ____ Maximum # of people at any given time: ____

### Application Process:

- ☐ Application must be received at City Hall Office at least 30 days prior to the event for entire park. Portion of park must be submitted 3 days prior to event.
- ☐ An event deposit fee must accompany the application, plus rental fee as listed in attached chart.
- ☐ Vendors will sell at this event.

**FEES:** \$ \_\_\_\_ Deposit (See chart on Page 2)  
\$ \_\_\_\_ Rental Fee (See Chart on Page 2)  
\$ \_\_\_\_ Tent Fee  
\$ \_\_\_\_ Vendor(s) (\$5 x \_\_\_\_ vendors)  
\$ \_\_\_\_ **TOTAL FEES**

*I have read both pages and agree to stated expectations:*

**Applicant Signature:** \_\_\_\_\_

**Date of Application:** \_\_\_\_/\_\_\_\_/\_\_\_\_

### For Office Use Only

Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount Paid \$ \_\_\_\_  
Receipt# \_\_\_\_  
Treasurer Signature: \_\_\_\_\_  
Application Approved By: PD-\_\_\_\_ DPW\_\_\_\_  
Referred to the Common Council on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Approval: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Applicant's Responsibility and General Information:

- All trash must be removed by bag or use of a dumpster.
- Bathrooms must be cleaned immediately after the event.
- Grounds must be cleaned up 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 a vendor fee.
- The cost of any service performed by the Public Works Department staff will be deducted from the deposit.
- The Applicant/User 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.

City of Green Lake  
PO Box 216  
Green Lake, WI 54941

Condition of the park (s) PRIOR to the event: \_\_\_\_excellent \_\_\_\_good \_\_\_\_fair \_\_\_\_poor  
Comments: \_\_\_\_\_  
Condition of the park (s) AFTER the event: \_\_\_\_excellent \_\_\_\_good \_\_\_\_fair \_\_\_\_poor  
Comments: \_\_\_\_\_  
Return of Deposit: \_\_\_\_ Yes \_\_\_\_ No Amount Returned: \$ \_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Refund Approved by the Director of Public Works** \_\_\_\_\_ **Date** \_\_\_\_\_

**City of Green Lake**  
**Park Reservation Pricing**

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

Deposit, plus rental fee to be paid at the time of reservation. The deposit will be returned to applicant after inspection of the park by the Department of Public Works after the event has concluded. \*\*Please make one check for the deposit plus rental fee at the time of application submittal. \*\*