

# 2017 Richland Center Park Facility Use Application & Permit

RC Parks & Grounds Dept. ~ 1050 N. Orange St. ~ Richland Center, WI 53581 ~ Phone(608)647-8108 ~ Fax(608)647-8108 ~ Hours: M-F/8am-5pm

This form must be completed and signed by the applicant, accompanied by the correct fee for requesting the park facility reservation. Upon approval, your application will be kept on file in our office.

Name of Business/Organization/Group (if applicable): \_\_\_\_\_

Applicant Name & Address: \_\_\_\_\_

Contact phone #(s): \_\_\_\_\_ Contact Email: \_\_\_\_\_

**Rental Facility:** \_\_\_\_\_ **Key Required:** YES / NO (Meyer Bldg only)

**Date of Rental:** \_\_\_\_\_ **Start/End Times:** \_\_\_\_\_ / \_\_\_\_\_

Approx. # of People Expected: \_\_\_\_\_ **Nature of Rental:** \_\_\_\_\_

## **Facility Dates, Hours Requested & Cleanup:**

**IMPORTANT:** Reservations for the next calendar year are taken on the first business day of the year on a first come, first serve basis. After rental use, the party is expected to fully clean the facility to the approval of the Parks & Grounds Board before leaving. Picnic tables will be provided at the shelter. If additional tables, garbage cans or other special requests are needed, it is the group's responsibility to secure them beforehand. Rental is for the (1) day in its entirety.

*\*Please note: If you need special requests, an additional \$30 will be added to the rental fee.*

Special Requests Needed: (Please circle) YES / NO    \_\_\_\_\_ # of Extra Tables    \_\_\_\_\_ # of Extra Trash Receptacles

Other Needs/Special Requests: \_\_\_\_\_

Will you be serving alcohol: (Please circle) YES / NO

You must obtain a permit that will need pre-approval from the Parks & Grounds Board President. Once the permit is approved you will receive a copy in the mail. Please keep this permit with you for the duration of your rental. There is no charge or deposit required for this permit, just your signature. Permits are available on our website, [www.richlandcenter.com](http://www.richlandcenter.com) or from our office. Office hours are Monday - Friday, 8:00 am - 5:00 pm.

## **Rental Permit Terms and Conditions:**

I accept full responsibility for the terms and conditions of this application, and certify that it is accurate and complete. I understand that the fee paid is refundable to me if the notice of cancellation is received by the Parks & Grounds Department no less than 7 days prior to my scheduled event. I understand that the Parks and Grounds Board reserves the right to deny any application for any event that the expected attendance will exceed the safe capacity of the facility or involves activity as such that endangers public health and safety. I understand that inaccurate information is grounds for cancellation of any reservation granted to me and may jeopardize future reservations.

I understand that no facility is reserved until all stipulated fees of \$ \_\_\_\_\_ have been paid and the Director or a Parks & Grounds Board Representative signs this form. Payment must be received within 7 business days after you reserved a shelter.

Group Representative Signature: \_\_\_\_\_

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

Richland Center Parks & Grounds Signature: \_\_\_\_\_

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

