

**2011 TOWN OF DELAFIELD  
RULES, APPLICATION/RENTAL AGREEMENT, AND ALCOHOL PERMIT  
FOR TOWN PARK FACILITIES**

In consideration of being allowed to use the Town Park facilities indicated herein, the undersigned Responsible Person, individually, and also the below-named Organization (if any, collectively herein "User") hereby agree as follows:

1. The User accepts, shall fully comply and ensure compliance with the Town of Delafield Park regulations contained within this application form and in Chapter 19 of the Town code.
2. The User agrees to be present at all times throughout the permitted rental time and have a copy of the approved permit available.
3. The User shall submit with this application a fee for each day of use or portion thereof and a \$50 shelter rental/\$100 team field rental as applicable security deposit.
4. The Park is inspected before and after the rental time. Deposits will be returned upon compliance with the regulations herein and upon a satisfactory inspection. The security deposit will be returned by mail following the next Town Board meeting.
5. The Person Responsible shall be directly responsible for any damage done or additional clean-up required as a result of the approved use. If an Organization is named below, the Person Responsible and the Organization shall be jointly and severally responsible.
6. The User hereby agrees to indemnify, defend and save harmless the Town, its agents, servants, employees, assigns and independent contractors of and from any alleged negligence with regard to personal injury, death, or property damage that may arise as a result of User's rental of Town Park facilities.
7. User acknowledges and agrees that Town employees or agents shall be allowed physical access to the Town Park for Town purposes at any time during the rental period.
8. Issuance of this permit is exclusive to any other Town or county permits which may be required.
9. Proof of insurance coverage for the rental event may be required. Certificate of Insurance required for all organizations/corporations renting facilities.
10. Parks are open from 6:00 a.m. to 10:00 p.m., rentals beyond these times are not allowed.
11. Applicant must be 19 years or older.
12. Alcohol use is prohibited in the Town Park unless special permission is obtained from the Town Board under the provisions of §9.09(2) of the Town Code. This application for rental must be submitted to the Town clerk at least 5 days before the Town Board meeting to ensure review and approval by the Town Board for alcohol use. The Town Board requires an additional security deposit of \$50.00, if approval for alcohol use is granted. If applying for permission please complete page 3 of this form completely. Applicant must be 21 years or older for park rental with alcohol use.

**RULES FOR USE OF TOWN PARK AND RETURN OF SECURITY DEPOSIT**

1. Take down all decorations, staples, nails, tape, etc.
2. Sweep cement floors of shelter.
3. **All garbage and recyclable items must be placed in bags and removed from the park.** Please bring your own trash container and for large groups, please bring extra bags.
4. Return picnic tables to original locations.
5. Extinguish all charcoal prior to leaving park.
6. Note all problems that may have occurred previous to your reservation such as trash, garbage or damage. If you can, call the coordinator and leave a message with problems.
7. Radios, televisions and other amplified electronic equipment must be operated so as not to disturb use of park by others, see §9.09 of Town Code.
8. Alcohol use is prohibited unless written permission of the Town Board is granted. Possession or use of alcohol without permission will result in the loss of security deposit.
9. No parking on grass.
10. User/applicant must be at park facility during entire rental period and permit for use must be shown upon request.

**2011 TOWN OF DELAFIELD  
APPLICATION AND RENTAL AGREEMENT FOR TOWN PARK FACILITIES**

**SUBMISSION OF THIS FORM CONSTITUTES ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS WITHIN THIS APPLICATION AND AGREEMENT FOR PRIVATE USE OF TOWN PARK FACILITIES.**

**Applicant/Person Responsible:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

**Organization\*\*:** (If any)

Company/ Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

\*\*Certificate of Insurance Required

**Park Shelter Reservation**

**PARK REQUESTED** \_\_\_\_\_ (Sport Commons, Elmhurst)

**DATE OF PROPOSED USE:** \_\_\_\_\_

**ESTIMATED NUMBER OF PEOPLE:** \_\_\_\_\_

**TIME OF PROPOSED USE: FROM** \_\_\_\_\_ **TO** \_\_\_\_\_ (Include enough time for set-up and clean-up)

# OF PERSONS	Sports Commons/ Elmhurst	Non-Resident	Deposit	Alcohol Permit Deposit	Total
0 - 50 persons	\$50	\$20	\$50	\$50	
51-100 persons	\$75	\$20	\$50	\$50	
Over 100 persons	\$100	\$20	\$50	\$50	

**Field Rental Reservation**

**DATE/TIME:** (example) 6/20 / 6PM Per Game Fee \$75 (Field Prep Included), Practice Fee \$50 – 2 Hours

\_\_\_\_ / \_\_\_\_      \_\_\_\_ / \_\_\_\_      \_\_\_\_ / \_\_\_\_      \_\_\_\_ / \_\_\_\_      \_\_\_\_ / \_\_\_\_  
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<i>Types of Fields available for rental:</i>	Specifications	Fee per Game	TOTAL Games	Fee per Practice	TOTAL Practices	TOTAL AMOUNT DUE** \$100 team dep.
<b>Baseball Field</b>	<b>Base length</b>					
Sports Commons	80', 90'	\$75		\$50		
<b>Youth Baseball Field</b>						
Sports Commons	60', 70'	\$75		\$50		
<b>Softball Field</b>						
Del-Town	50', 60', 65'	\$75		\$50		
<b>Soccer Field</b>						
Sports Commons	Grass field	\$10		\$10		
<b>Skateboard Park</b>						
Skateboard Area		\$10		\$10		

\*FIELD PREP: Dragging, base positioning and lining field per specifications given for team (weather permitting) \*\*TEAMS: Deposit of \$100 per team

Please return rental agreement with fees due to:

Town of Delafield, N14 W30782 Golf Road, Delafield, WI 53018

Approved By \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

**2011 TOWN OF DELAFIELD  
ALCOHOL PERMIT FOR TOWN PARK FACILITIES**

**Request for use of alcohol under the provisions  
of §9.09(2), Town of Delafield Code.**

Please submit this form with park rental agreement. This form will be forwarded to the Town Board separately from the main application for review and approval or denial; therefore, all areas must be completed.

(PLEASE PRINT)

**DATE OF PROPOSED USE:** \_\_\_\_\_ **TIME OF PROPOSED USE:** \_\_\_\_\_ **TO** \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_

**NUMBER OF PEOPLE (TOTAL):** \_\_\_\_\_ **NUMBER 21 YEARS AND OVER:** \_\_\_\_\_

**ALCOHOLIC BEVERAGES TO BE SERVED:** \_\_\_\_\_

**METHOD OF SERVING ALCOHOLIC BEVERAGES: (SELF-SERVE, BARTENDER, WITH MEAL, ETC.):**  
\_\_\_\_\_

**METHOD OF CHECKING IDS:** \_\_\_\_\_

**WILL THERE BE A CHARGE FOR THE ALCOHOLIC BEVERAGES?** \_\_\_Y\_\_\_N

**IF YES, HAS A TOWN OF DELAFIELD ALCOHOL BEVERAGE LICENSE BEEN OBTAINED?** \_\_\_Y\_\_\_N

**IF YES, LICENSEE,** \_\_\_\_\_, **LICENSE #** \_\_\_\_\_, **EXPIRATION DATE** \_\_\_\_\_

**WILL FOOD BE PROVIDED?** \_\_\_Y\_\_\_N

**IF YES, PLEASE DESCRIBE?** \_\_\_\_\_

**IF YES, WILL THERE BE A CHARGE?** \_\_\_Y\_\_\_N

<p><b>Applicant/Person Responsible:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____ Date of Birth: _____</p> <p>Signature: _____</p> <p>Dated: _____</p>	<p><b>Organization: (If any)</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Authorized Signature: _____</p> <p>Dated: _____</p>
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FOR OFFICE USE ONLY

**AGE VERIFICATION BY** \_\_\_\_\_ **TOWN ALCOHOL BEVERAGE LICENSE CHECKED BY** \_\_\_\_\_

**TOWN BOARD APPROVAL** \_\_\_Y\_\_\_N **DATE** \_\_\_\_\_, 20\_\_\_