



Town of Delafield

Application for Park Shelter and/or Field Rental Reservation

Submission of this form constitutes acknowledgement and acceptance of the conditions and regulations within this application and agreement for private use of Town of Delafield Park facilities.

Name of Applicant/Person Responsible: _____

Name of Organization (if any): _____

Address: _____ Email: _____

Phone: _____ Cell Phone: _____ Authorized Signature: _____

Park Shelter Reservation (Minimum of 2 week prior notice required for park shelter rental)

Name of Park Requested: ___ Sports Commons ___ Elmhurst ___ DelTown

Date of Proposed Use: _____ Estimated number of people: _____

Time of proposed use: From: _____ to _____ (include time for set-up and clean-up)

Number of People	Park Rental Fee	Additional Non-Resident Fee	Sales Tax (Multiply Rental Fee X \$0.051)	Total Paid for Rental	Security Deposit (Separate Check)	Alcohol Permit Deposit (Separate Check)
0-50	\$50.00	\$20.00			\$100.00	\$100.00
51-100	\$75.00	\$20.00			\$100.00	\$100.00
Over 100	\$100.00	\$20.00			\$100.00	\$100.00

Field Rental Reservation (Minimum of 2 week prior notice required for field rental)

Date/Time requested: (example: 6/20 / 6 p.m.)

___ / ___ ___ / ___ ___ / ___ ___ / ___ ___ / ___ ___ / ___ ___ / ___
 ___ / ___ ___ / ___ ___ / ___ ___ / ___ ___ / ___ ___ / ___ ___ / ___
 ___ / ___ ___ / ___ ___ / ___ ___ / ___ ___ / ___ ___ / ___ ___ / ___

Field Type	Field Specifications Base Length (circle one)	Fee per Game Weekday	Fee per Game Weekends and Holidays	Total Games	Fee per Practice	Total Practices	Sales Tax *** (Multiply Rental Fee X \$0.051)	Total Due plus \$100 Team Deposit** (separate check)
Baseball Field Sports Commons	80', 90'	\$75.00	\$100.00		\$50.00			
Youth Baseball Field Sports Commons	60', 70'	\$75.00	\$100.00		\$50.00			
Softball Field Del-Town	50', 60', 65'	\$75.00	\$100.00		\$50.00			
Soccer Field Sports Commons	Grass Field	\$20.00	\$20.00		\$20.00			

*Field Prep: Dragging, base positioning, and lining field per specifications given for team (weather permitting)

**Team Deposit: \$100 per team

***If you are tax exempt, please enclose a copy of your tax exemption form with your application.

Please return rental agreement with checks (made payable to: Town of Delafield) to:

Town of Delafield, W302N1254 Maple Ave., Delafield, WI 53018-7000 a minimum of 2 weeks prior to rental date.

Approved by: _____

Amount Paid: \$ _____

Deposit Check(s) Returned: _____

**2016 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 \$100.00 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.
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 \$100.00, 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 \$100.00 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.

**2016 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.

The user shall submit a \$100.00 security deposit along with this application. This form is sent 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

Applicant/Person Responsible:	Organization: (If any)
Name: _____	Name: _____
Address _____ _____	Address: _____ _____
Phone: _____ Date of Birth _____	Phone: _____
Signature: _____	Authorized Signature: _____
Dated: _____	Dated: _____

FOR OFFICE USE ONLY

AGE VERIFICATION BY _____ TOWN ALCOHOL BEVERAGE LICENSE CHECKED BY _____

TOWN BOARD APPROVAL ___Y___N DATE _____, 20__