

CITY OF KENOSHA - PARK DEPARTMENT

PARK USE AGREEMENT

3617 65th Street
Kenosha, Wisconsin 53142

Phone: 653-4052 or 653-4080
Fax: 653-4093

Make check payable to "City of Kenosha."

<i>FOR OFFICE USE ONLY</i>			<i>TOTAL DUE: _____</i>	
Fees: _____		Beer: _____	Deposit: _____	
Date: _____	Rec#: _____	By: _____	Pd: _____	Bal: _____
Date: _____	Rec#: _____	By: _____	Pd: _____	Bal: _____
PdinFull: _____	Calendar: _____	BookMarked: _____	Permit given/mailed _____	

PLEASE PRINT CLEARLY

Applicant
Name: _____ Individual, Club, Organization, or Company

Name and Title (if any): _____
Individual authorized to sign this agreement on behalf of the applicant

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

PARK / BUILDING REQUESTED _____ **Event Date** _____

Type of Event: _____
(Be specific on what type of event)

Attendance: _____ Time requested: From: _____ to _____
(Number of people) **(INCLUDES SETUP AND TAKE DOWN)**

Beer Permit (For Consumption Only – No Selling) _____ (Yes or No)
 The above-named assumes responsibility for exercising control over attendees behavior at the event.
 This person or designee must be present for the duration of the event.

Do you plan on any "kiddies' rides" or other amusements? _____ (Yes or No)
 If yes, a Certificate of Liability Insurance must be submitted by the company. Ask for further details.

Do you plan to have an amplified sound system? _____ (Yes or No)
 Note: NO bands allowed at any parks except in the Southport Beachhouse. DJ music is allowed at specific parks.

Do you plan to place any tents in the park area? _____ (Yes or No)
 If yes, you must contact Diggers Hotline (1-800-242-8511) no later than three (3) business days prior to the event.

PLEASE NOTE: PARK FACILITIES CLOSE AT 10 PM

The undersigned accepts responsibility for any damage to city property, fixtures, or buildings covered by this permit resulting from permittee's use of facilities and is to abide by all rules of the Park Department as stated in the attached Code of General Ordinances and Rules & Regulations.

I have read the reverse side and agree to abide by the General and Special Park Rules and Regulations.

Signature of Applicant: _____ Date: _____

Driver's License of Applicant: _____

Please read the reverse side before signing. This is a legal document carrying financial obligations.

RESPONSIBILITIES OF PARK DEPARTMENT – LIMITATIONS

The Park Department, although responsible for the general maintenance of City parks, will not inspect the park area to be used immediately prior to the use to determine the suitability and safety of the use. In addition, it will not supervise such use.

RESPONSIBILITY OF APPLICANT

User agrees to:

1. Inspect the park area, pursuant to the attached Safety Check List – Exhibit A, immediately prior to the park use to determine whether or not the area is suitable and safe for such use. If such inspection reveals that such area is not suitable and safe for the intended use, the area shall not be used until the area is made suitable and safe for such use.
2. Report unsafe conditions and/or any problems with your reservation to the Park Department (653-4052 during the week and 653-4090 on weekends and holidays) OR Police Department (656-1234) as soon as practicable. Police will page a park supervisor for you.
3. Warn all persons using the area under the authority of this agreement of risks and hazards of the intended use and of any unsafe conditions which may exist or portions of any area which are not suitable for use.
4. Supervise all persons using area under authority of this agreement. Sponsoring individual/ organization must provide private security for gatherings of over 250 persons in the park.
5. Beer Permit: The sale and giving away of fermented malt beverage is permitted only by persons and groups appropriately licensed under state law and local ordinance. Wine and liquor are prohibited. Beer/wine coolers are permitted only in designated parks as outlined in the Code of General Ordinances.
6. Use Area in accordance with General and Special Park Rules and Regulations as outlined in the Code of General Ordinances, a copy of which is attached hereto.
7. **Clean up by the applicant is mandatory after the event. The applicant agrees to be responsible to:**
 - a. **Pay the cost of any damage to the facilities/equipment.**
 - b. **Excess cleanup costs which will be billed at \$40.00 per man hour incurred by the City.**
 - c. **Nails, tacks, staples, screws, and any kind of tape are prohibited; any use thereof will constitute damage and result in forfeiture of some or all of the prepaid deposit. (There are hooks on the walls under every sconce for attaching decorations.)**
_____ (initials)
8. Cancellation Policy: Cancellations must be made 30 days prior to the rental date to receive a full refund less an administrative fee. There will be no refunds less than 30 days prior to the date.
9. Glass beverage containers are prohibited within the park/facility.
10. Building rental (i.e., Southport Beach House, Baker Park Building) requires the applicant to pick up the keys at the Park Office (3617 65th Street) on the day of the event, or the Friday before the event if such event is held on a weekend. Keys may be picked up between 7 AM and 4 PM and returned the next business work day.
11. Upon approval of applicant's park use request, this form will be signed by the park director or an authorized representative of the Park Department. A copy of this signed agreement will be given to the applicant and must be brought to the park site on the date of use.

Approved by: _____ Date: _____
Park Director or authorized representative of the Park Department.