

WINNECONNE PARKS EVENT USE PERMIT
Cancellation Policy: Non Refundable Fee
(May be appealed to the Parks Board)

Type of Event: _____

Person in Charge/Contact Person: _____

Address: _____

Daytime Phone: _____ Alternate Phone: _____

Reservation Date: ____/____/____ Day of Week: _____

Est. Attendance: _____ Est. Arrival Time: _____

Lake Winneconne Park Water Front Park Marble Park

*** Event fee payment is required for each day the park(s) will be used. ***

SPECIAL REQUESTS

In order to better serve you and the residents of the Village of Winneconne, please let us know of any special needs you may have to make your event a huge success! In order to meet your needs, **special requests must be made at least one week prior to your event.** Thank you for your cooperation.

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- A Temporary Class B license and proof of Liquor Liability are required to sell any fermented malt beverages on Village property. Required fencing is the responsibility of the person in charge/contact person.
 - Section 8-1-16 of the Village Code of Ordinances prohibits loud and unnecessary noise between the hours of 10:00 p.m. and 7:00 a.m. Exceptions may be granted by the Village Board. Prior approval must be given by the Police and Fire Committee before presentation to the Village Board. Violators will be prosecuted.
 - Prior approval is required before placement of tents and trailers on park property.
 - If any of the above are required for your event, the Village Board meets the third Tuesday of every month – **please plan accordingly.**
 - Contact the municipal clerk for more information.
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Please list any special requests:

RESPONSIBILITIES OF THE PERSON IN CHARGE/CONTACT PERSON:

- A. The individual designated as the Person in Charge/Contact Person in this Event Use Permit must be at least 18 years or older. Throughout the event, the Person in Charge/Contact Person is held responsible for the preservation of order, noise control, park clean-up and any damage that has occurred.
- B. The Village Parks Event Use Permit is recognized as proof of reservation. While occupying the park, the Person in Charge/Contact Person is to have this Event Use Permit form in their possession.
- C. I acknowledge that I have received and read the Events Use Permit Form.**

Signature

Today's Date _____	OFFICE USE ONLY Received by: _____
FEE \$ _____	[] Cash [] Check# _____