

Park Reservation (exclusive use)



Event Name: _____
 Reservation Date(s)/Time: _____ Rain Date: _____
 Contact Name: _____ Organization: _____ Non-profit
 Address: _____
 Phone #: _____ Day of Event Phone#: _____
 Email: _____

LIONS PARK LAKE MARION PARK WESTLAND PROMENADE PARK

FEES: \$250 DAILY FEE for exclusive use of a village park. \$250 DEPOSIT

Will alcohol be sold?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Permit Required, vendors must have current liquor license displayed.
Will food be sold?	<input type="checkbox"/> YES <input type="checkbox"/> NO	All food vendors must follow State & County regulations.
Fireworks?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Permit Required, attach copy of fireworks application and certificate of insurance.
Portable Bathrooms **	<input type="checkbox"/> YES <input type="checkbox"/> NO	Include location on the attached map.
Public Address System	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Amplified Sound/Music	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Stage	<input type="checkbox"/> YES <input type="checkbox"/> NO	Include location on the attached map.
Refuse Receptacles **	<input type="checkbox"/> YES <input type="checkbox"/> NO	If receptacles are required, applicant must coordinate collection with independent hauler. Applicant will be charged for any post cleanup provided by the village.
Special Fencing **	<input type="checkbox"/> YES <input type="checkbox"/> NO	Include location on the attached map.
Tents/Temporary Structures	<input type="checkbox"/> YES <input type="checkbox"/> NO	Include location on the attached map.
Carnival/Inflatables	<input type="checkbox"/> YES <input type="checkbox"/> NO	Include location on the attached map. Please attach certificate of insurance.
Street Closure	<input type="checkbox"/> YES <input type="checkbox"/> NO	Permit Required. ** See Street Closure & Parking Section **
Potable Water	<input type="checkbox"/> YES <input type="checkbox"/> NO	If food is being served, organizers must provide a potable water source. Those wishing to use a village water source must provide a \$1500 deposit. Vendors may use their own source.

STREET CLOSURES & PARKING

If any street closure is required for this event, a permit is required. If closing Brodhead/Hudson an additional permit from Dane County is required. The application must be approved by the Public Works Director and the Village Board. With an approved street closure permit, the Mazomanie Public Works Dept. will stage barricades where needed prior to the event. The event organizer will be responsible for placing and removing the barricades at the permitted times. If the Public Works Dept. or Police Dept. are called to remove the barricades outside of the permitted times, a \$300 fee will be assessed to the event organizer.

THERE IS NO PARKING IN THE MUNICIPAL OFFICE PARKING LOT DURING EVENTS. VEHICLES PARKED IN THE LOT WILL BE TICKETED AND/OR TOWED AT THE OWNERS EXPENSE. EVENT ORGANIZERS AT THE PAVILION PARK/PROMENADE WILL BE REQUIRED TO MONITOR THE MUNICIPAL OFFICE LOT TO ENSURE FREE ACCESS TO THE FIRE STATION.

INSURANCE

Please attach a copy of liability insurance for the event. Prior to approval of a special event, the Village requires the organizer to obtain a special event insurance policy that included the Village of Mazomanie as an additional insured. Minimum of \$1,000,000/occurrence and \$2,000,000 total aggregate. The village must receive proof of insurance in the form of a policy endorsement and certificate of insurance, prior to a permit being issued or the event will not be allowed to proceed.

MAP: Please attach a map with the following items (if applicable).

- | | | |
|-----------------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> PORTABLE BATHROOMS | <input type="checkbox"/> STAGE | <input type="checkbox"/> FIRST AID FACILITIES |
| <input type="checkbox"/> TENTS/TEMPORARY STRUCTURES | <input type="checkbox"/> FENCING | <input type="checkbox"/> STREET CLOSURES |
| <input type="checkbox"/> EMERGENCY VEHICLE ACCESS | <input type="checkbox"/> CARNIVAL/INFLATABLES | <input type="checkbox"/> REFUSE RECEPTACLES |

OFFICE USE ONLY

AMOUNT DUE _____	PAYMENT <input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> ONLINE	INTERNAL <input type="checkbox"/> NO DAMAGE <input type="checkbox"/> CLEAN <input type="checkbox"/> KEY RETURNED <input type="checkbox"/> DEPOSIT RETURNED	CORRESPONDENCE <input type="checkbox"/> EMAIL SENT (POLICE, FIRE, EMS, PW, PARKS) <input type="checkbox"/> INSURANCE <input type="checkbox"/> APPROVED
DEPOSIT RECVD <input type="checkbox"/>			

EXCLUSIVE PARK RENTAL POLICIES & PROCEDURES

PARK CLEANUP & MAINTENANCE:

THE PARK MUST BE RESTORED TO ORIGINAL CONDITION BY THE 4TH DAY FOLLOWING THE EVENT

- Garbage should be cleaned up daily during an event.
- Park and facilities are restored to the original condition, all fencing is removed and tents/temporary structures are removed from the park.
- All equipment owned by the event organizer is removed from the park. During the event, please store equipment in an area of the park not normally used by the public.
- After all conditions are met, deposit will be shredded.

** Extensions of the above timeline due to weather-related or unforeseen circumstances must be approved by the Public Works Director **

POLICE: The Mazomanie Police Department must be made aware of any alcohol sales at your event. If, in the opinion of the Police Department, additional police staffing is needed due to alcohol sales, traffic control or other related concerns, the event organizer is responsible for the cost of additional police staffing at current contract rates.

PUBLIC WORKS: Assistance to event organizers provided by the Village Public Works Department outside of normal working hours (M-F 7AM-3:30PM), or anytime on weekends or holidays will be billed at each village employee's hourly rate plus the cost of benefits for any hour that assistance is provided. Permission from the village must be received prior to driving on the grass, or placing any equipment such as portable toilets, concession stands, tents, etc... within the park.

KEYS (Turk Shelter, Community Building ONLY)

Keys are to be picked up from the village office the week of your event during normal business hours.

After your reservation is complete, the keys can be placed in the 24 hour drop box, located to the right of the front door of the village office or returned during normal business hours the week following your reservation.

If you fail to return your key, you will forfeit your deposit.

ALCOHOL

Renters are allowed to have alcohol for their guests and normal drinking laws apply. The renter assumes all responsibility for any alcohol related issues. If you wish to sell alcohol at your event, see Additional Fees section.

OTHER RULES & USAGE

- No group is guaranteed absolute privacy.
- The Village of Mazomanie retains the right to revoke this permit prior to or anytime during the scheduled event.
- No glass beverages are allowed in public parks.
- The cost of portable bathrooms, refuse receptacles and fencing, other than that provided seasonably by the village is the responsibility of the event organizer.

ADDITIONAL FEES

Any additional items necessary for your reservation will require additional permits & fees.

Please contact the village clerk at least 30 days prior to your event.

- ALCOHOL SALES
- FIREWORKS
- STREET CLOSURES

VILLAGE CONTACT INFORMATION

SCHEDULING/QUESTIONS: Deputy Clerk, Tara Roessler troessler@villageofmazomanie.com, 608-795-2100, ext. 2

ADDITIONAL FEES/PERMITS: Clerk, Angie Volkman avolkman@villageofmazomanie.com, 608-795-2100, ext. 1

DIRECTOR OF PUBLIC WORKS: Mark Geisler, mgeisler@villageofmazomanie.com, 608-795-2100, ext. 3

PARKS & REC CHAIR: Natalie Beil, nbeil@villageofmazomanie.com

VILLAGE ADMINISTRATOR: Peter Huebner, phuebner@villageofmazomanie.com, 608-795-2100, ext. 4

VILLAGE OFFICE HOURS: M-TH: 7:30-4PM, FRI: 7:30-12PM

33 CRESCENT ST.

PO BOX 26

MAZOMANIE, WI 53560