



WOOD COUNTY PARKS & FORESTRY DEPARTMENT
SPECIAL PARK FACILITY USE APPLICATION & PERMIT

PART I—APPLICATION

Part I of this form must be completed by the applicant, signed, and accompanied by the correct deposit or fee to enter your request for a parks facility reservation.

This application will be processed, and, if approved, signed by the Parks & Forestry Department and/or Committee. A duplicate will be returned to you for your files, and will serve as your receipt for your deposit.

If not approved, this form will be returned to you, along with an explanation for the refusal.

APPLICANT

Name: Address: City: State: Zip Code: Phone, Home: Business: Name of Group or Organization: Representative: Address of Rep.: E-mail Address:

EVENT

Purpose of Event: Number of participants expected (Maximum)

Note: The Parks & Forestry Department reserves the right to deny any reservation of any event, if it feels that the expected attendance will exceed the safe capacity of the park or facility so as to endanger public health and safety.

FACILITY DATES AND HOURS REQUESTED

List ALL buildings or other facilities needed below.

IMPORTANT!! Dates and hours must include set-up, take down, and cleaning time. The user is expected to clear and clean the building or park area to the Park Manager's requirements, before the closing times listed.

ONLY BY PARKS & FORESTRY APPROVAL, may goods or materials be stored in the facility before or after the opening or closing times listed. When private property remains at the shelter overnight during multi-day events, security is the responsibility of the user.

Table with 5 columns: PARK, FACILITY OR AREA, DATE, FROM, TO

SERVICES REQUESTED

The following facilities are available for your event at an extra charge.

Additional Electrical Power Garbage Removal Fire Wood Other Plowing Parking Lots Tables (how many) Garbage Containers (how many)

WILL THIS EVENT INVOLVE

Sales of any kind? Food? Beer or fermented malt beverage? Cash Bar? Rides? Services? Entrance Fee? Products?

Note: Sales of any kind are not permitted in any Wood County Park. Unless authorized by the Wood County Parks & Forestry Committee or its authorized agent. Permits for sales of food and beer or alcoholic beverages are further regulated by State and Local agencies, which you are responsible for obtaining.

Advertising or posting unauthorized signs on Park property is prohibited in all parks, except by Park & Forestry Department approval. Will you seek permission to display such signs? Y N (Location of these signs must be approved by the Parks Director.)

ARE YOU PLANNING TO PROVIDE: (GIVE TO YOUR GUESTS, NOT SELL)

Food? Will food be catered? Pre-prepared? Prepared at site? Beer or other alcoholic beverages? Rides? Entertainment? Products or samples? Exhibits of any kind? If yes for any of the above, please explain further:

Will there be dancing? _____ Live music? _____ Recorded Music? _____ Is your event confined to a shelter building, or are you planning to use the surrounding park area in any way? _____ If yes, would this outdoor area be used for: Parking? _____ Refreshment stands? _____ Amusement rides? _____ Portable cooking devices? _____ Tent or canopy? _____ Play/games area? _____ Other: _____

PERMIT TERMS AND CONDITIONS

I, the undersigned, accept full responsibility for the terms and conditions of the application, and certify that it is accurate and complete. I understand that inaccurate information is grounds for cancellation of any reservation granted to me and may jeopardize any further reservations.

Signed: _____ **Date:** _____

PART II—CONTRACT

(Sign under “Applicant,” and leave the remainder blank. If your application is accepted, the Parks & Forestry Department will complete Part II, sign it, and mail you a copy. **YOU DO NOT HAVE A RESERVATION UNTIL THE PARKS ADMINISTRATOR OR HIS AGENT SIGNS THIS FORM!!!**)

Please read Part II carefully, to determine if special conditions or requirements have been made a part of this contract. This contract made this _____ day of _____, 20____, by and between the Wood County Parks & Forestry Department, Wood County, and _____, Applicant, and signed by _____.

Witness as follows:

Wood County Parks & Forestry Department, Wood County, agrees to allow Applicant, to use park facilities at places, times, and hours listed by Wood County Parks & Forestry Department, Wood County, on part I of this application and contract, under the rules and regulations laid down by the Wood County Parks & Forestry Department, Wood County.

The Applicant, agrees that it will save and indemnify and hold harmless, the County and its supervisors and employees against all liabilities, judgments, costs, and expenses, including the claims of any third party which may in any way come against the County be reason of the granting of this application or which may in any way result from the carelessness or neglect of the Applicant, or its members, guests, employees or other persons or entities under contract with the Applicant.

Applicant, individually, jointly, and severally, agrees to abide by all rules and regulations formulated by Wood County Parks & Forestry Department, Wood County, for the use of buildings and facilities; to adhere to all specifications and limits listed by Wood County Parks & Forestry Department, Wood County, Part I of this application and contract; to pay the stipulated fee of \$_____, including sales taxes as follows: TO PAY \$_____ AT THE TIME THIS CONTRACT IS SIGNED; to be responsible for the careful use of the facilities described herein; to make good all loss or damage sustained as a result of the activities held or promoted pursuant to this contract; to be responsible for all preparation and reasonable cleanup after use.

If this box is checked, special security is needed, Applicant, agrees to provide _____ security guards for the duration of your event at your own expense, and Applicant, agrees to provide the Parks Administrator with proof that such guards are secured, not less than 48 hours prior to your event.

You are required to pay for the following services if the appropriate box is checked:

Plowing parking lots Firewood Electrical Power Garbage Pickup

If this box is checked, you are required to pay an additional fee of \$_____ on your park facility, in addition to the shelter fee, for all other charges herein.

If this box is checked, your event is required to be insured for public liability in the amount of **\$1,000,000**, with Wood County named as co-insured. A “Certificate of Insurance,” must be filed with the Parks & Forestry Department, Parks Administrator, preferably one week, but not less than 48 hours prior to your event.

FAILURE TO PROVIDE SUCH CERTIFICATE WILL VOID THIS CONTRACT AND CANCEL YOUR EVENT

Wood County Parks & Forestry Department

WOOD COUNTY PARKS & FORESTRY DEPT.

(Applicant) (Organization, Club, Etc.)

(Signed by, Parks Representative)

(date)

(Signed by:)

(date)

FEES/CHARGES SUBJECT TO CHANGE WITHOUT NOTICE!!

Wood County Parks & Forestry Department, 111 W. Jackson St., Wisconsin Rapids, WI 54495