



TOWN OF MUKWONAGO TOURNAMENT/SPECIAL EVENT APPLICATION

(must be submitted 45 days in advance)

Date Submitted: _____

Checklist of submitted documents: *(check all forms submitting)*

- Special Event Application
- Signed Hold Harmless Agreement
- Fee Schedule & Payment *(fee required)*
- Certificate of Insurance (min. \$100,000,000)

The following applications, if requested, must be filed in the Town Clerk's office:

- Temp. Class "B" Beer/Liquor License *(application & fee required)*
- Temp. Operator License *(application & fee required)*
- Amplifier Permit *(application & fee required)*
- Beer/Wine Permit *(application & fee required)*

EVENT/GROUP NAME: _____ EVENT DATES(S): _____

HOURS OF EVENT (include set-up/clean-up): _____ ESTIMATED ATTENDANCE: _____

REQUESTED FACILITY FOR EVENT: _____

APPLICANT:

EVENT CHAIRPERSON NAME: _____

ADDRESS: _____ CITY: _____ ZIP: _____

HOME PHONE: _____

EMAIL: _____

CELL PHONE: _____

Has the Event Chairman previously conducted a public event? (If yes, please explain when, where and nature of the event) _____

Has the Applicant OR Event Chairman previously been convicted of violating a law regulating public events. (IF either have, explain the specific offense, date of conviction and in what court):

EVENT ACTIVITIES: *(please check all that apply)*

- Setting up of tents
- Charging Admission/Entry Fee
- Sales of Beer & Wine

If any stakes or poles are to be placed in the ground you must call Diggers Hotline at least three days prior to installation. 1-800-242-8511.

Diggers Hotline Ticket Number: _____

Field Use - Check all that apply:

Lauren Park

Field #1 Field #2 Field #3 Field #4

Town Park

Upper Lower

Field	Base Length	Pitching Rubber	Field	Base Length	Pitching Rubber
Lauren Field #1			Lauren Field #3		
Lauren Field #2			Lauren Field #4		
Town Park Upper			Town Park Lower		

RENTAL FEES All permit fees are payable to the Town Clerk's office with application.

	DEPOSIT	FEES	AMOUNT OWED
Security Deposit (<i>refundable</i>)	\$300		
Park Rental (<i>per day</i>)		\$250	
Town Park Kitchenette Rental (<i>per day</i>)		\$100	
Field Use/Prep Fee (<i>prepped prior to beginning of event</i>)		\$50 per field	
Add'l Porta-john Fee		TBA	
<i>Sales tax is required on all rental fees</i>		5.1% Tax	
		TOTAL DUE	

SUBMIT TO: Town of Mukwonago Parks & Recreation Department
W320S8315 Beulah Road, Mukwonago, WI 53149

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT:

The undersigned agrees to indemnify and save the Town of Mukwonago harmless from any loss, damage or expense or any legal liability which the Town of Mukwonago may suffer, incur or sustain, or for which said Town of Mukwonago or the undersigned may become liable, growing out of any injury to persons or real property caused by any of the activities performed at:

_____ on _____
Location Date

Signature of Responsible Party Signature, Town of Mukwonago Parks & Rec

Date: _____ Date: _____

For Office Use Only:

REQUEST APPROVED

REQUEST DENIED

Rental Received: \$ _____ Check # _____

Deposit Received: \$ _____ Check # _____

Date Deposit Returned: _____

Signature: _____

Date: _____

Town of Mukwonago Parks & Recreation Department



TOWN OF MUKWONAGO PARKS & RECREATION DEPARTMENT

TOURNAMENT / SPECIAL EVENT POLICY Rules & Regulations

Submission of the Tournament/Special Event Application: Park rental for Tournament/Special Events are available May 1 through October 31. Applications must be submitted at least 45 days prior to the event and not more than twelve months before the event date. All Tournament/Special Event requests must be approved by the Town of Mukwonago Parks & Recreation Department with consent from the Town Board when necessary. A Tournament/Special Event Application must include all fees and deposits to be reviewed and approved.

Certificate of Liability Insurance Required: A certificate of liability insurance must be submitted with the application. The certificate must list the Town of Mukwonago as the certificate holder and the amount of coverage must be at least one million dollars (\$1,000,000).

In addition to the application, the purpose of the event must be declared in writing including all financial, concession, and other related arrangements; i.e., insurance, porta-john facilities, etc. in operating the event.

The Responsible Person or Sponsor of the Tournament/Special Event is responsible for the general clean-up and also parking and crowd control on the parks grounds as determined by the Parks & Recreation Department.

The Tournament/Special Event operation must conclude and have vacated the park by 10:00pm unless an extension is granted by the Parks & Recreation Department.

Responsible Person submitting Tournament/Special Event Application must be 21 years of age. If the rental is a youth function, the Responsible Person must have 1 adult for every 10 youths under the age of 18 or 21.

Responsible Person must follow all General Rules and Regulations of Town Ordinance 46.

FEES AND CHARGES

Security Deposit Fee	\$300	Refunded partially or totally upon inspection of the park facility after the Tournament/Special Event. Misrepresentation of stated purpose can also result in total forfeiture of security deposit.
Park Usage Fee	\$250	Per day includes, use of complete park facility.
Kitchenette Fee	\$100	Per day includes, indoor Town Park kitchenette or Lauren Park Concession stand with access to refrigeration, microwave, cooler, coffee maker.
Field Prep Fee	\$ 50	Per ball field. Organization will get each field prepped only prior to the beginning Of Tournament/Special Event. Additional prep will be required by Rental group (to be discussed with Town of Mukwonago Parks & Recreation Director.
Amplifier Permit	TBA	Permit must be applied for at least 30 days prior to date if sound making or sound producing device/apparatus is to be used or operated. Refer to Ordinance 42-7. Applicant must file an Amplifier Permit Application with the Town Clerk at least ten days prior to the Town Board meeting and at least 30 days prior to the rental date.

Beer & Wine Permit	TBA	Application is requested from the Town Clerk's office. This application does not permit sales of alcoholic beverages, it only allows alcohol beverages to be in a Town facility for consumption. A separate license for sales of alcoholic beverages is required pursuant to Chapter 6 of the town of Mukwonago Code and Chapter 125, Wisconsin Statutes. All individuals requesting the beer & wine permit must be 21 years old or older. Proof required. A Permit for Beer & Wine application with fee must be submitted at least 30 days prior to the requested date.
Temporary Class "B" Beer & Wine License	TBA	Application to allow the sale of beer or wine is requested from the Town Clerk's office. All persons requesting a beer/wine license must be 21 years old or older. Proof required. Applicant must file for a Beer/Wine License with the Town Clerk at least ten days prior to the town Board meeting and at least 30 days prior to the rental. The permit application must be made in the manner required by Chapter 125, Wis. State., and Chapter 6 of the Town Code.
Porta-john Fee	TBA	Per unit required in addition to units provided based on group attendance.