



# West Park Shelter Rental Application

Village of Darien • 24 N. Wisconsin St. • www.darienvillagewi.gov  
Mailing Address: P.O. Box 97, Darien, WI 53114 • Phone: (262) 882-5055 • FAX (262) 882-5282

Payment in full must accompany this application. Please read the "West Park Shelter Rental Rules" prior to completing this application. The West Park Shelter is open from 8:00 a.m. to 10:00 p.m. After-hours and overnight use of the park is prohibited.

Name of Applicant &/or Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_ Rental Date(s): \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_

### USAGE AND PERMIT FEE SCHEDULE FOR WEST PARK SHELTER All Fees are Payable in Advance with the completed application

\$100.00/DAY	NON-PROFIT (NON-REFUNDABLE)	_____
\$200.00/DAY	FAMILY RENTAL (NON-REFUNDABLE)	_____
\$350.00/DAY	COMPANY OUTINGS, OR ANY "FOR PROFIT" ORGANIZATION (NON-REFUNDABLE)	_____
\$40.00	LIQUOR PERMIT (NON-REFUNDABLE)	_____
\$5.00/HOUR	LIGHTED BALL FIELD (NON-REFUNDABLE) _____ hrs X \$5.00	_____

For office use only	
Total due	_____
Cash	_____
Check #	_____
Rec'd by:	_____

### REFUNDABLE DAMAGE DEPOSIT SCHEDULE

\$100.00	Village/Town of Darien or City of Delavan Resident or Non-Profit	_____
\$250.00	Non-Resident	_____

**TOTAL DUE:** \_\_\_\_\_

\*\*\*DAMAGE DEPOSITS WILL BE REFUNDED IN FULL (WITHIN 30 DAYS AFTER THE EVENT) TO THE APPLICANT NAMED ABOVE\*\*\*

*Please Note: Music must not be loud. If the Police are called, you will receive a warning. If the Police are called more than once, the damage deposit will not be refunded and the party may be shut down.*

**Please read this waiver carefully before signing this agreement** – The undersigned hereby verifies that he/she (1) has authority to sign this application for the above named organization, (2) has read the Village of Darien West Park Shelter Rental Application, and agrees to all arrangements therein stated, and (3) agrees to indemnify, defend and save harmless the Village of Darien, its officers, agents and employees from and against all loss & expense by reason of liability imposed by law of bodily injury, including death at any time resulting there from, sustained loss of use thereof, arising out of or in consequence of performance of this agreement, whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, the Village of Darien, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the Village of Darien, its officers, agents and employees. The undersigned further understands that failure to comply with all arrangements herein stated or falsification of any information called for in this application will be grounds for denial of this or any future requests.

I understand that I will be liable for all property damage that occurs as a result of the rental. I have read and agreed to the terms of this agreement.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# West Park Shelter Rental Rules

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**PLEASE READ THROUGH EACH ITEM AND INITIAL EACH LINE INDICATING THAT YOU HAVE READ AND WILL ABIDE BY THESE RULES.**

\_\_\_\_\_ Reservations are given on a first come, first serve basis. The fees are due in full at the time the reservation is made.

\_\_\_\_\_ Keys to the shelter can be obtained at the Village Hall (Open M-Th 8:00 a.m. – 4:30 p.m., F 8:00 a.m. – 2:00 p.m.) Keys must be returned to the Village Hall. If the Village Hall is not open, the keys can be put in the night deposit slot at the Wisconsin Street entrance.

\_\_\_\_\_ Refunds for reservation fees will be given up to 7 days before the event. Cancellations within 7 days will not be refunded.

\_\_\_\_\_ Check the site when you arrive! If there are any damages or problems, please call (262) 882-5055 immediately and leave a detailed message. The exact time of your call and your concerns will be documented.

\_\_\_\_\_ A separate permit is required for renters selling merchandise. These permits can be obtained from the Village Administrator's office.

\_\_\_\_\_ The Shelter is a Drug Free Environment. Any evidence of drug use will result in prosecution and forfeiture of the Damage Deposit.

\_\_\_\_\_ Parking is allowed only in designated areas.

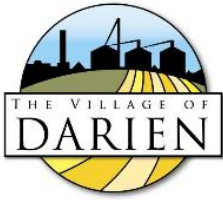
\_\_\_\_\_ Applicants shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damage fees will be determined by the number of staff hours required and property replacement costs.

\_\_\_\_\_ Please keep our facility clean. It is the renter's responsibility to wipe down tables and clean the area of garbage from around the outside of the facility that your group may have caused. Failure to remove garbage from the Shelter will result in a \$50.00 charge against the damage deposit. All litter must be deposited in the dumpsters provided.

\_\_\_\_\_ Music must not be loud. If the Police are called, you will receive a warning. If the Police are called more than once, the damage deposit will not be refunded and the party may be shut down.

\_\_\_\_\_ The applicant shall be solely responsible for any violation of this permit, damages to the building and the cleaning of the Shelter. Any violation of this agreement will result in a revocation of this rental agreement and you will be required to leave the premises immediately. You may be required to forfeit the total amount of your damage deposit.

\_\_\_\_\_ **West Park is open from 8:00 am to 10:00 pm. No one is allowed in the park after hours and no overnight use of the park will be permitted.**



# West Park Shelter Alcohol Permit

Village of Darien • 24 N. Wisconsin St. • [www.darienvillagewi.gov](http://www.darienvillagewi.gov)  
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**Applicant Name:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_ **Activity:** \_\_\_\_\_

\_\_\_\_\_ I have applied to rent the West Park Shelter and paid the applicable fees and deposits.

\_\_\_\_\_ I have paid the \$40.00 fee to obtain an Alcohol Permit for the West Park Shelter for the date, time, and activity outlined above.

\_\_\_\_\_ I understand that this permit, when signed by the City Clerk or Police Chief, allows me to serve and allow the consumption of alcohol beverages in West Park in conjunction with the activity outlined above only. I understand that the activity is a single event that does not constitute a regular activity on the premises.

\_\_\_\_\_ I understand that I am prohibited from selling alcohol beverages to anyone during this event and that the sale of alcohol requires additional licensing for which I am not eligible.

\_\_\_\_\_ I understand that only adults who are of legal drinking age (21 and older) may possess or consume alcohol at this event.

\_\_\_\_\_ I understand that I must be in possession of this permit at the event and make it available to any Police Officer or City Official who requests to see it.

\_\_\_\_\_ I understand that no one shall leave West Park with open intoxicants. I understand that I am responsible for any violations of local, state, or federal ordinances, statutes, or laws regarding the use of alcohol during this event, including any subsequent fines.

\_\_\_\_\_ I understand that glass bottles are prohibited, but that I may serve alcohol in cans, plastic bottles, or cups.

\_\_\_\_\_ I understand that the Village of Darien does not waive any of its zoning ordinances, but that this permit is issued to give the Village of Darien prior notice of the proposed event and an opportunity for the Village of Darien to place restrictions if the Village believes the same may unduly affect neighbors or other residents of the Village.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Village of Darien Clerk or Police Chief