



PARK & ATHLETIC FACILITY RESERVATION FORM

Town of Ledgeview
3700 Dickinson Road
De Pere, WI 54115

**PLEASE BRING THIS PERMIT
WITH YOU TO THE PARK**

Organization or Individual's Name:	
Name of Person in Charge of Event:	
Address:	City, State, Zip:
Phone Number:	2 nd Phone Number:
Email:	

If Above Person Cannot Be Reached:	
Address:	City, State, Zip:
Phone Number:	2 nd Phone Number:
Email:	

Requested Location:

Facility	Location	Estimated Attendance	Activity Use/Activity Planned
<input type="checkbox"/> Park Shelter	Ledgeview Park 2064 Dickinson Road		
<input type="checkbox"/> Ballfield	Ledgeview Park		
<input type="checkbox"/> Athletic Field 1	Ledgeview Park		
<input type="checkbox"/> Athletic Field 1	Scray Hill Park 1865 Scray Hill Road		
<input type="checkbox"/> Athletic Field 2	Scray Hill Park		
<input type="checkbox"/> Athletic Field 3	Scray Hill Park		
<input type="checkbox"/> Athletic Field 4	Scray Hill Park		

Additional Clean Up Required?

Date(s) of use: _____

Time(s) of use: _____

Fee:	Deposit:	Total:
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I verify the documented information and agree to abide by the Town of Ledgeview's Park Policy and Ordinance (Chapter 71) regarding Park and Recreation Facilities.

Signature

Date

Staff Use Only	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected
By Town Board and/or Town Clerk on (Date) _____ Staff Signature _____		
Date Paid: _____	Amount Paid: _____	Receipt Number: _____ Deposit Returned on Date: _____

RESERVATIONS

Reservations are made on a first come, first served basis. A signed Facility Reservation Form must be received to confirm the rental reservation.

CANCELLATIONS

It shall be presumed that event dates will not be changed once a permit is issued. If an event is cancelled for the permitted day, rental fees are non-refundable. Security deposits will be refunded in full if an event is cancelled. The event may be moved to an alternate date if an alternate date is available and no further review of permit conditions is required. Rescheduling is limited to one time and the new rental date must be within the same calendar year as the original reservation. If the facility and time frame is not available, the regular cancellation policy applies. The applicant shall also be responsible for any actual costs incurred by the Town in reliance upon the issued permit.

SECURITY DEPOSIT

A security deposit will be charged to all groups renting the shelter for damage and/or clean-up costs. The deposit will be returned after the facility and/or equipment is inspected by Town staff and is found in good condition. The Town will refund the deposit amount by check within thirty (30) days after the last day of the reservation provided the inspection passes successfully.

PARTIES ELIGIBLE FOR RENTAL

Any private citizen (resident or non-resident), public non-profit group, private non-profit group, private business or corporation, or governmental agency may request to reserve use of the Town facilities as described.

ADMISSION

No admission fee, donation, contribution or other charge shall be made or permitted to be made or collected by the renter/organization for admission to the shelter without prior permission.

PARK HOURS

All parks owned and operated by the Town of Ledgeview shall be open from dawn until dusk, daily between April 1st and Nov 1st.

CLEAN UP & SET UP

The facility is expected to be left in the condition it was found. The cost of Town staff and equipment used to transport rental equipment and to perform clean-up and/or repair shall be billed to the renting organization/agency at \$50/hour plus 100% of Town cost if applicable, within ten (10) days of the conclusion of the event. Please report any damages, if any.

TRASH & RECYCLING

All trash including litter on the grounds shall be deposited in garbage cans or bins. Bins are to be provided by the renter. Recycling is required. Please utilize recycling containers for your plastic, glass and aluminum only (no garbage). All recyclable material must be cleaned.

PARKING

Parking is permitted in allotted areas only.

GROUND

Grounds marking or grooming will be provided by the Town at the equipment and staff rate of 100% of Town cost. If the Town is unable to provide this service, user will have to make their own arrangements for this service.

RESTROOM FACILITIES

When crowd size exceeds the capacity of the permanent toilet facilities, additional toilet facilities must be provided by the renter. There shall be 1 toilet unit for each additional 100 people. Toilets must be removed following the end of the event. Portable toilets that are on site must also be pumped out by the renter during and after the event.

LIABILITY/SECURITY

Security is the responsibility of the renter. The Town is not responsible for the safety of individuals attending or participating in an event. Professional security will be required for all events over 500 people, or fraction of 500 people. The Town of Ledgeview and its staff shall not be liable for lost, stolen or damaged property, personal injuries or other loss at any reserved facility.

INSURANCE

An organization/agency contracting to rent a Town Park Facility for a special event **open to the public**, or group of 100 or more is required to present a certificate of insurance with limits of liability not less than \$2,000,000 bodily injury each occurrence and \$50,000 property damage each occurrence and hold the Town of Ledgeview harmless. The Town of Ledgeview shall not be liable for any injuries, deaths or property damage from the use of park facilities. In addition, the Town of Ledgeview shall be listed as additional insured. The certificate must be on file **30 days** prior to the date of the event. Copies of an insurance policy are not acceptable. Acceptance of proof of insurance is at the discretion of the Town Clerk/Administrator.

TRAFFIC CONTROL

On-street run/walk event sponsors shall contract with the Brown County Sheriff's Department at least 60 days in advance of the event for traffic control according to the following schedule:

Number of Participants	Number of Cars Needed
0-300	None
300 - 750	One
750 -1500	Two
1500 - 3000	Three
Over 3000	Four

TENTS

Tents may be allowed by permission of the Town Clerk/Administrator//Town Board. Fire Department inspection may be required.

PROBLEMS

If a problem arises during your rental time, please call the Town at (920) 336-3360. In the event that you contact the Town staff during non-business hours, you may be charged the hourly wage of the person responding to your call. Business hours are 8:00am-4:00pm Monday-Friday. You will not be charged if your call pertains to a building malfunction, or other situation that is caused in part by an error of the Town.

ALL EXISTING PARK RULES AND TOWN ORDINANCES, WHETHER LISTED HERE OR NOT, ARE TO BE OBSERVED. THE TOWN RESERVES THE RIGHT TO REVOKE A RESERVATION OR SPECIAL PERMIT AT ANY TIME WHEN RULES HAVE BEEN BROKEN.

FOR ALL EMERGENCIES, DIAL 911