



# Park Reservation Permit Application

Village of Union Grove · 925 15<sup>th</sup> Ave. Union Grove, WI 53182 · Phone: (262) 878-1818  
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Submit this application to request exclusive use of a park shelter, sports field or open area during the time specified. All other areas of the park are common areas and may be used by anyone. Submit this application by mail, in the Municipal Center drop-box or in-person at the Municipal Center during normal business hours (Monday-Friday, 8 a.m. to 4:30 p.m.). Please see the Park Reservations and Use Policies for more information about park rules and regulations. For general information about the Village's Park system and to view a calendar of existing reservations, visit [uniongrove.net/park-system](http://uniongrove.net/park-system). **ALL DEPOSITS ARE REQUIRED TO BE PAID WITH A SEPERATE CHECK THAT WILL BE HELD AND RETURNED WHEN THE KEYS ARE RETURNED.**

Please note that a "Special Event Permit" is required for any proposed event at The Pavilion at School Yard Park that involves one or more of the following: sale of any items or services, sale of alcohol beverages, use of one or more musical instruments, use of any sound equipment and 100 or more expected attendees. Request a copy of the application for a Special Event Permit to apply.

## Section A. Application Type:

### Village Resident (Union Grove or Yorkville) and Non-Profit Organizations:

- Park Shelter (check one): \_\_\_ Leider \_\_\_ Moe/Young \_\_\_ School Yard (\$75 fee/\$100 deposit)
- Sports field. Location: \_\_\_\_\_ (\$75 fee per 2 hrs. per field/\$100 dep. per field)
- Park Open Area. Location: \_\_\_\_\_ (\$75 fee/\$100 deposit)
- Shelter and Concession Stand Reservation at School Yard Park (\$150 fee/\$150 deposit)
- Shelter, Concession & Pavilion (Non-Special Event) at School Yard Park (\$200.00 fee/\$200 deposit)

### Non-Resident and For-Profit Organizations:

- Park Shelter (check one): \_\_\_ Leider \_\_\_ Moe/Young \_\_\_ School Yard (\$150 fee/\$100 deposit)
- Sports field. Location: \_\_\_\_\_ (\$150 fee per 2 hrs. per field/\$100 dep. per field)
- Park Open Area. Location: \_\_\_\_\_ (\$150 fee/\$100 deposit)
- Shelter and Concession Stand Reservation at School Yard Park (\$300 fee/\$150 deposit)
- Shelter, Concession & Pavilion (Non-Special Event) at School Yard Park (\$400.00 fee/\$200 deposit)

## Section B. Applicant Information:

1. Full Name: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Full Address: \_\_\_\_\_
4. Telephone Number: \_\_\_\_\_
5. Driver License Number: \_\_\_\_\_
6. E-mail Address: \_\_\_\_\_

**Section C. General Event Information:**

- 1. Type of Event: \_\_\_\_\_
- 2. Date(s) of Reservation: \_\_\_\_\_
- 3. Requested Time(s): \_\_\_\_\_
- 4. Estimated attendance number: \_\_\_\_\_
- 5. Proposed portable equipment or structures: \_\_\_\_\_

**Section D. Consumption of Alcoholic Beverages:**

- 1. Are you applying for special permission to allow consumption of alcoholic beverages within the approved shelter area?  Yes  No

If yes, I certify that I am of legal drinking age (21 years and over) and will be responsible for ensuring all applicable laws and statutes relating to the consumption of alcohol will be adhered to, including that no alcohol will be consumed by anyone any individuals under the age of 21 and that no alcohol beverages will be sold during his event.

Signature of Responsible Party (Must be same as applicant): \_\_\_\_\_

**Section E. Certification and Signature**

The applicant attests that all information provided in this application is accurate. The applicant has reviewed and understands the Park Reservations and Use Policies. The applicant understands they shall immediately notify the Village of any damage to Village and park property. The applicant understands they shall be responsible for all damages to Village and Park property caused as a result of their Event. This shall include damages as a result of setup or tear down of an Event. Applicant shall be responsible for all fees and costs required to collect outstanding damages, including any attorney’s fees. The applicant understands that a \$150.00 fee will be assessed for any issued park keys that are lost or not returned with five (5) days.

The event applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the Village of Union Grove, a Wisconsin Municipal Corporation located in Racine County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys’ fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the Village of Union Grove, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

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

**This Section is for Office Use Only:**

Date Filed: \_\_\_\_\_ Received By: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Ck \_\_\_\_\_ Ck Returned \_\_\_\_\_ By \_\_\_\_\_

Approved By: \_\_\_\_\_ Conditions: \_\_\_\_\_

Key Issued: \_\_\_\_\_ Key Returned: \_\_\_\_\_