



**FOR OFFICE USE ONLY**

Rental Fees: \_\_\_\_\_ Beer/Wine: \_\_\_\_\_  
Deposit: \_\_\_\_\_ Total Due: \_\_\_\_\_  
Receipt #: \_\_\_\_\_ By: \_\_\_\_\_  
Zimbra: \_\_\_\_\_ Park Calendar: \_\_\_\_\_  
Access database: \_\_\_\_\_  
Date paid & permit issued: \_\_\_\_\_

**Application for Park Use Agreement  
Form #PWP010 (rev. 09/18)**

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

**Please print in blue or black ink.**

Permittee Name/Organization Name: \_\_\_\_\_  
(Person authorized to sign this agreement on behalf of the organization)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Details**

Facility Requested: \_\_\_\_\_

Event Date: \_\_\_\_\_ Attendance: \_\_\_\_\_

Nature of Event: \_\_\_\_\_  
(Please be specific on the type of event – i.e. 16<sup>th</sup> birthday party, graduation party, baby or bridal shower, etc.)

Time requested: **(Note: Time should include setup and take-down. Park facilities close at 10 p.m.)**

From \_\_\_\_\_ To \_\_\_\_\_

Do you plan to request a beer/wine permit? (For consumption only – No selling; must be 21 or older)  
The above-named person assumes responsibility for exercising control over attendees' behavior at the event.  
This person or a designee must be present for the duration of the event.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Do you plan to have a DJ?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Do you plan to have a band?  
Allowed only at Southport Beach House  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Do you plan to place any tents and/or **dry** bounce houses in the park area?  
If yes, you must contact Diggers Hotline (1-800-242-8511) no later than five (5) business days prior to the event.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**Responsibilities of the Department of Public Works – Limitations**

The Department of Public Works, although responsible for the general maintenance of City parks, will not inspect the park area to be used immediately prior to the use to determine the suitability and safety of the use. In addition, it will not supervise such use.

## Responsibilities of the Applicant

Please read and initial each responsibility:

\_\_\_\_\_(initial) Report unsafe conditions and/or any problems with your reservation to the Department of Public Works (262-653-4050, M-F 8 a.m. - 4:30 p.m.) OR to one of the Park Supervisors (Dirk 262-945-7945, Jeff 262-945-9134 or Joe 262-945-4615).

\_\_\_\_\_(initial) Inspect the park/facility area immediately prior to use to determine whether or not the area is suitable and safe for such use. If such inspection reveals that such area is not suitable and safe for the intended use, the area shall not be used until the area is made suitable and safe for such use.

\_\_\_\_\_(initial) Supervise all persons using area under authority of this agreement. Sponsoring individual/organization must provide private security for gatherings of over 250 persons in the park.

\_\_\_\_\_(initial) Beer/Wine Permit: MUST BE 21 YEARS OF AGE OR OLDER; The consumption of fermented malt beverages and wine is permitted only by persons and groups appropriately licensed under state law and local ordinance. Liquor is prohibited. Beer, wine coolers, and wine are permitted in parks as outlined in the Code of General Ordinances. The *selling* of fermented malt beverages is prohibited. Consumption of beer/wine is prohibited after 10p.m.

\_\_\_\_\_(initial) Use area in accordance with General and Special Park Rules and Regulations as outlined in the Code of General Ordinances, a copy of which is attached hereto.

\_\_\_\_\_(initial) Clean up by the permittee is mandatory after the event. The permittee agrees to be responsible to: a) pay the cost of any damage to the facilities/equipment; b) pay excess cleanup costs, which will be billed at \$50 per man hour incurred by the City; c) avoid the use of nails, tacks, staples, screws and any kind of tape, as their use is prohibited—any use thereof will constitute damage and result in forfeiture of some or all of the prepaid deposit.

\_\_\_\_\_(initial) Cancellation policy: The City of Kenosha Department of Public Works requires a minimum of 30 days notification of any rental cancellation. A \$50 fee will be charged for any picnic or wedding cancellation. A \$50 fee will be charged for any park building cancellation (Southport Beach House). All fees will be forfeited if events are canceled without minimum notification. Inclement weather on event date will not be considered as a reason for refund.

\_\_\_\_\_(initial) Glass beverage containers are prohibited within the park/facility.

\_\_\_\_\_(initial) Upon approval of permittee's park use request, this form will be signed by the Director of Public Works or an authorized representative of the Department of Public Works. A copy of this signed agreement will be given to the permittee and must be brought to the park site on the date of use.

The undersigned accepts responsibility for any damage to City property, fixtures or buildings covered by this permit resulting from permittee's use of facilities and are to abide by all rules of the Department of Public Works as stated in the attached Code of General Ordinances and attached Rules and Regulations.

**I hereby certify that I shall be personally responsible on behalf of myself/the organization for any damage sustained by the City of Kenosha Department of Public Works: park equipment, furniture or facilities as a result of the occupancy of said premises by myself/the organization. I agree to abide by and to enforce the rules, regulations and policies of the City of Kenosha Department of Public Works affecting the use of recreation facilities.**

### THIS IS A LEGAL DOCUMENT CARRYING FINANCIAL OBLIGATIONS

Print Name: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_