Village of Readstown Park Facility Use Application & Permit

Village Municipal Office. ~ 116 N. 4th St. ~ Readstown, WI 54562 ~ Phone (608)629-5627 ~ Fax (608)629-5699 ~ Hours: M-F 7:30 AM-4 PM

This form must be completed and signed by the applicant, accompanied by the correct fee for requesting the park facility reservation. Upon approval, your application will be kept on file in our office.

Name of Business/Organization/Group (if applicable):_____
Applicant Name & Address:_____
Contact phone #(s):_____ Contact Email:_____

Rental Facility: Tourist Park Shelter_____ Key Required: YES/NO (Concession stand Bldg. only)

Date of Rental:_____ Start/End Times:_____/_____
Approx. # of People Expected:_____ Nature of Rental:_____

Facility Dates, Hours Requested & Cleanup:
IMPORTANT: Reservations are taken on a first come, first serve basis. After rental use, the party is expected to fully clean the facility. Picnic tables will be provided at the shelter. If additional tables, garbage cans or other special requests are needed, it is the group's responsibility to secure them beforehand.

Special Requests Needed: (Please circle) YES/NO ___ # of Extra Tables ___ # of Extra Trash Receptacles

Other Needs/Special Requests:_____

Will you be serving alcohol: (Please circle) YES/NO?
You must obtain a permit that will need pre-approval from the Village Board. Once the permit is approved you will receive a copy in the mail. Please keep this permit with you for the duration of your rental. **There is a $10.00 charge required for this permit, along with your signature**.

Rental Permit Terms and Conditions:
I accept full responsibility for the terms and conditions of this application and certify that it is accurate and complete. I understand that the fee paid is refundable to me if the notice of cancellation is received by the village clerk no less than 7 days prior to my scheduled event. I understand that the Village Board reserves the right to deny any application for any event that the expected attendance will exceed the safe capacity of the facility or involves activity as such that endangers public health and safety. I understand that inaccurate information is grounds for cancellation of any reservation granted to me and may jeopardize future reservations.

I understand that no facility is reserved until all stipulated fees of $_____ have been paid and the village clerk and Public Works Director sign this form. Payment must be received within 7 business days after you reserve a shelter.

Group Representative Signature:

_____ Date:_____

Village Clerk: Signature:

_____ Date: _____