



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

**AGENDA  
VILLAGE OF SUSSEX  
PARK AND RECREATION BOARD  
TUESDAY, JANUARY 19, 2016  
6:30 PM  
SUSSEX COMMUNITY CENTER, W240N5765 MAPLE AVE.  
SUSSEX, WI 53089**

Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Village of Sussex Park & Recreation Board, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.)

1. Call to order
2. Roll call
3. Citizen comments
4. Consideration and possible action on the minutes from the November 17, 2015 meeting.
5. Consideration and possible action on the following contracts:
  - A. British Car Field Day – July 19, 2016
  - B. Circlemasters Flying Club – First or Second Saturdays April-Oct., 2016
  - C. Hamilton Volleyball 5K – July 30, 2016
  - D. HAWS Pet Walk – May 7, 2016
  - E. Lions Club Flag Football – Sept. 6 – Oct. 27, 2016 (Tues. & Thurs.)
  - F. Lions Daze – July 11 – 17, 2016
  - G. Sussex Antique Power Show – August 25 – 28, 2016
  - H. Templeton Middle School Cross Country Meet – September 19, 2016
  - I. Pewaukee Sussex United Soccer Club
  - J. SLYBA Super Saturday Tournament – July 23, 2016
6. Consideration and possible action on the portable toilet contract.
7. Civic Campus Committee Update

8. Recreation Coordinator Report
9. Parks Foreman Report
10. Director Report – Lions Club Report
11. Topics for future agenda items
12. Adjournment

Robert Fourness  
Chairperson

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Jeremy Smith  
Village Administrator

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipalities may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jeremy Smith at 246-5200.

Village of Sussex  
Sussex, Wisconsin  
Park and Recreation Board Minutes  
Tuesday, November 17, 2015

Meeting called to order: 6:33 p.m.

Members Present: Chairman Bob Fourness, Don Spenner, Anne Golding, Kelly Tetting, Trustee Wendy Stallings, Chris Prange-Morgan and Melissa Gierach.

Staff Present: Parks & Recreation Director – Sasha Snapp and Recreation Program Coordinator – Megan Sackett.

Citizens Comments: None

Consideration and possible action on the minutes of October 20, 2015 meeting:

A motion was made by Stallings, seconded by Spenner to approve the minutes as presented.  
Motion carried.

Consideration and possible action on the Park Impact Fee Report:

Discussion was held. Trustee Stallings stated that she has concerns with the housing affordability because of the mismatch between national standards of 30% of income used for housing versus the reality, which is more likely than not, much higher especially for our lower income population. This also includes who we (Sussex) attract as future residents. She stated that she would hate to see Sussex dropped from consideration by current residents looking to move into homeownership or relocating families and individuals because the increase (considering recommended escalation of fees) is added to home purchase prices. For some families and individuals, changing a mortgage by \$100-200 per month is the difference between homeownership and continuing to rent or living in Sussex versus Lisbon.

A motion was made by Fourness, seconded by Golding to recommend that the Village Board approve the report as presented.  
Motion carried.

Consideration and possible action on the rental cancellation fee.

Discussion was held.

A motion was made by Spenner, seconded by Golding to deny the request to change the current policy to allow the refund amount of a canceled rental be at the discretion of the Parks and Recreation Director.  
Motion carried.

Civic Campus Committee Update:

Discussion was held. Staff will change the item to the Civic Campus Update for future agendas.

Recreation Coordinator report was given by Coordinator Sackett and discussion was held.

Parks Foreman report was given by Director Snapp and discussion was held.

Director report was given by Direct Snapp and discussion was held.

Topics for future agenda items: Lions Club year-end report.

A motion was made by Spenner, seconded by Stallings to adjourn the meeting at 7:31pm.  
Motion carried.

Minutes respectfully submitted by,

Sasha Snapp  
Parks and Recreation Director



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Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
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## MEMORANDUM

To: Sussex Park and Recreation Board

Cc: Jeremy Smith, Village Administrator

From: Sasha Snapp, Parks and Recreation Director

Re: Event Rental Contracts

Date: January 11, 2016

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Consideration and possible action on the following contracts:

- A. British Car Field Day – July 19, 2016
- B. Circlemasters Flying Club – First or Second Saturdays April-Oct., 2016
- C. Hamilton Volleyball 5K – July 30, 2016
- D. HAWS Pet Walk – May 7, 2016
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- I. Pewaukee Sussex United Soccer Club
- J. SLYBA Super Saturday Tournament – July 23, 2016

Staff recommends the approval of all above contracts. There are no changes in the contracts from previous years.

**Permit Contract**

**Sussex Recreation Department**  
 W240N5765 Maple Ave  
 Sussex, WI 53089  
 Phone: (262) 246-6447  
 FAX: (262) 246-6337  
 Email: recinfo@villagesussex.org

**Permit #9000829, Pending approval**  
 Jan 7, 2016 2:40 PM



**Company:** British Car Field Day  
 W266S3399 Hazelwood  
 Waukesha, WI 53189

Customer Type: General Public  
 Prepared By: Kristy Pralle

**Agent:** John Stockinger  
 Email: jstockinger4@wi.rr.com

Work: (262) 521-1072 Home: (414) 550-9492

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$200.00	\$0	\$0	\$200.00	\$400.00	\$0	\$0	\$0	\$600.00

**RESERVATIONS**

Event	Resource	Center	Notes																														
British Car Field Day Type: Special Event Attend/Qty: 2000	Village Park Disc Golf Course	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--																														
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**CHARGES**

Description	Unit Fee	Units	Tax	Charge
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	<b>Event / Resource</b>				
Lion's Building Rental Fee	British Car Field Day #9000829 Village Park Lion's Building	\$100.00	1.00	--	\$100.00
Disc Golf Course Tournament Rental Fee	British Car Field Day #9000829 Village Park Disc Golf Course	\$100.00	1.00	--	\$100.00

**DEPOSITS**

<b>Deposit Charge</b>	<b>Event / Resource</b>	<b>Charge</b>	<b>Tax</b>	<b>Amount paid</b>	<b>Refunds</b>	<b>Balance</b>
Disc Golf Course League Security Deposit	British Car Field Day #9000829 Village Park Lion's Building	\$400.00	\$0	\$0	\$0	\$400.00

**DISCLAIMERS**

**CLEAN-UP, TRASH & RECYCLABLE REMOVAL POLICY-IMPORTANT!**

**RESERVATIONS**

All organized groups shall reserve a facility, field or court before utilizing any Village of Sussex facility, field or court. An unorganized group is any group that is less than 10 people or whose participants are almost entirely family. All other groups are considered organized. To guarantee facility availability, unorganized groups must reserve the facility.

**FEES & DEPOSITS**

All fees and deposits must be paid at the time of the reservation. The deposits will be cashed at the time of the reservation and any refundable deposit will be returned after the event. Groups may make cash donations instead of payment as long as the amount of the donation is equal to or greater than the required fee and the item to be purchased does not directly relate to the groups use of park facilities. Non-profit and fund raising events are required to pay fees just like all other groups.

**LIMITS TO RESERVATION TIME**

All parks & facilities close at 11:00 p.m. Programs sponsored by the Village of Sussex take precedence over private reservations. The Village does not guarantee privacy to any group. No reservations are accepted for Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day or New Year's Day. Reservations are made for a specific time frame. Set-up and clean-up times must be included in the scheduled time. The Community Center may be used without the requirement of a rental fee (deposit required) on a weekday afternoon if available. However, the rental event must be open to the public and free of charge.

To keep park facilities accessible, renters may reserve park facilities for a limit of two times a month unless otherwise allowed through permit.

**LIMITS ON USE OF FACILITIES**

Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Community Center and the Park & Facility Rental Permit process.

Smoking is prohibited inside all enclosed Village-owned public buildings. All smoking refuse must be disposed of safely & properly into the appropriate trash containers, as to not litter.

No person, except a sheriff, police officer or their deputies, or a member of the Military in the line of duty shall enter or remain in any part of a building owned, occupied or controlled by the Village of Sussex while carrying a firearm or any weapon. Violations of these prohibitions may be punishable by law.

There will be no parking on the grass; or vehicles driven on the grass, unless otherwise agreed upon & written into the permit.

Groups of young people under 18 are required to have the permit signed by a sponsoring adult who

must be present during the entire duration of the rental. Additional security may be required and would be a cost incurred by the renter.

The Village is not responsible for private equipment or material used in a park facility.

All pets must be leashed and under control of its owner at all times. Clean up after your pet, deposit waste into the appropriate trash receptacles.

Charcoal must be properly disposed of in the labeled containers at Sussex Village Park.

Facility decorations may exist & must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.

All activities must follow Chapter 19 of the Village Code. All announcements, press releases, flyers, etc. related to groups using a Sussex facility must include the following statement: THIS MEETING (PROGRAM/EVENT) IS NOT SPONSORED OR ENDORSED BY THE VILLAGE OF SUSSEX.

#### ACTIVITIES REQUIRING PARK BOARD APPROVAL

Large events, overnight camping, fires not in approved grills, fundraising, driving/parking automobiles on the grass, and soliciting/selling.

#### YOUTH ORGANIZATIONS UTILIZING/RENTING PARK FACILITIES

Youth organizations within the Hamilton School District may use the Lion's Building at Village Park free of charge for weekly, biweekly, or monthly meetings with Park Board approval. All other park and recreation buildings will require the appropriate fee if rented. To be considered a youth organization, groups must consist of school aged children (examples: Boy Scouts, Girl Scouts, 4-H Club). Also, the group must have an adult supervisor at all meetings. All groups must fill out a Park/Facility Rental Permit Form at the beginning of the calendar year (January 1). Groups must pay a \$100 deposit at the time of the rental request. The deposits may be transferred to the next year upon request.

Groups/individuals may not use the building for personal use without reserving it and paying the appropriate fees. If a group is found using the building without notifying the Park and Recreation Department, they will lose their privileges to use the building. Youth organizations using the Lion's Building for regular meetings are asked to give back to the community by setting aside two days per year to help clean up the parks in the Village of Sussex. This time should be scheduled with the Director of Recreational Services at 262-246-6447.

**KEY & DEPOSIT REFUND POLICY** Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 2-4 weeks after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key must be picked up & returned to the Community Center Monday-Friday, 8:00 a.m.-5:00 p.m. Failure of the responsible party to pick up the key and village staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Community Center the next business day after the reservation, during business hours. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

**CANCELLATION POLICY** Cancellations will be issued ONLY if the department is notified in writing 30 days or more prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. If the event has been cancelled due to adverse weather conditions or rain out, the Recreation Department must be contacted within twenty-four (24) hours to inform staff of the cancellation. If possible arrangements can be made for another date, or a refund may be issued minus an administrative fee. All Village activities (i.e. youth sports, special events) supercede any outside reservation. All reservations are subject to review.

#### RETURNED CHECKS

Checks written and returned as not payable will be charged \$30 for each returned submission. Reservations will be removed from calendar until the issuer makes good on the amount of the non-

payable submission and pays the accrued service charges in full.

**TAX EXEMPT**

If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the reservation request. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

**FACILITY PROBLEMS**

Prior to the event, if the responsible party has question or problems they must contact the Community Center at 262-246-6447. If there is a facility problem on the day of your event, you **MUST** call the Village's on-call employee **IMMEDIATELY** at 414-587-1965 to notify them & resolve the issue. If you fail to contact the Community Center or the on-call employee, and a facility problem exists after your rental, you may be held responsible and a deduction may be taken from your deposit and/or invoiced for the expenses.

**SET-UP & CLEAN-UP**

The open air shelter electricity is located in the rafters of each shelter. If the use of the electricity is requested on permit application, it is the responsibility of the renter to bring a ladder & extension cords to reach the electrical outlets located in the rafters of each shelter.

Village Park outdoor water spigots are available near the shelter(s).

Village Park indoor restroom facilities are open and located in the concession stand. The Lion's Building restrooms are only opened upon request on permit application. Port-a-potties are located throughout the park for public use.

The responsibility for set-up and clean-up is assumed by the group using the facility. The person responsible must see that the procedures listed for cleaning are carried out. To receive the full deposit the responsible party must:

assume responsibility for the contents and security of the building or facility. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.

Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early the next morning to clean up. Renters must bag and remove all garbage depositing the trash or recyclables into the appropriate dumpster provided at each location.

Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean, mop or vacuum any stains, spills or debris. For Community Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

: These restrooms are accessible from the outside of the building and are only available upon request.

There is no charge for access to these restrooms. Concession stand restrooms at Village Park and Armory Park and port-a-johns are available without special request at most parks. There is no charge for the use of these restroom facilities unless additional port-a-johns or additional maintenance are needed in which a fee will be determined and added to the rental.

**WORKFLOW STAGES**

Description	Status	Event
Administrative Approval	In process (email sent)	British Car Field Day #9000829

**CUSTOM QUESTIONS**

Question	Answer
Do you need the baseball fields prepped?	No
Will you be serving beer, wine or fermented beverages?	No
Would you like to use electricity?	No
Do you want to set up an inflatable?	No
Do you want access to the Lion's Building restrooms?	Yes

Will you be selling alcoholic beverages?	No
Would you like to have water available to you?	No

### WAIVERS

#### Facility Liability Waiver

Due Date: Jun 19, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties. This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

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

#### Statement of Liability and Understanding

Due Date: Jun 19, 2016

The undersigned, participant (adult), parent/guardian or a designee do hereby understand that I have registered the individuals herein to participate in the aforementioned activities. I further agree to completely indemnify and hold harmless the Village of Sussex and its employees, officers and agents from and against any and all liability. I understand the requested programs, like all activity, has some inherent risk involved. Furthermore, the individuals named herein are in good physical condition appropriate for the stated activity and the participants assume full responsibility for injuries incurred while taking part in an activity. No accident insurance is provided by the Village of Sussex. I have read and agree to the registration and related policies, procedures and/or guidelines. I understand that any intentional misrepresentation about residency or age will result in removal from programming (forfeiting all fees/costs). I agree to provide proof of residency upon request. I read the enclosed and accept. By signing this, I agree to comply with the Code of Conduct policy set forth by the Village of Sussex and will accept the ramifications should I not adhere to it. By signing this form, you are stating that you understand the importance of recognizing and responding to the signs, symptoms and behaviors of a concussion or head injury and have read the Parent Concussion and Head Injury information on the Village of Sussex website. I agree that my child must be removed from practice/play if a concussion is suspected and seek medical treatment. Adult Participant, Parent/Guardian, or an Adult Designee Signature is required for this registration to be valid.

Waiver Signed

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

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

**Permit Contract**

**Sussex Recreation Department**  
 W240N5765 Maple Ave  
 Sussex, WI 53089  
 Phone: (262) 246-6447  
 FAX: (262) 246-6337  
 Email: recinfo@villagesussex.org

**Permit #9000830, Pending approval**  
 Jan 7, 2016 2:56 PM



**Company:** Circlemasters Flying Club  
 W242N6231 Oak St.  
 Sussex, WI 53089

Customer Type: General Public  
 Prepared By: Kristy Pralle

**Agent:** Jason Nettesheim  
 Email: jason@reichtool.com

Work: (262) 252-3440

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$175.00	\$0	\$0	\$175.00	\$100.00	\$0	\$0	\$0	\$275.00

**RESERVATIONS**

Event	Resource	Center	Notes
Circle Masters Flying Club Type: Village Park Open Space Area Attend/Qty: 15	Village Park Open Space Area	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--
		--	
Days Requested	Event Begins	Duration	Event Ends
Day	Date		
Saturday	Apr 2, 2016	10:00 AM 5 hours	Apr 2, 2016 at 3:00 PM
Saturday	May 14, 2016	10:00 AM 5 hours	May 14, 2016 at 3:00 PM
Saturday	Jun 4, 2016	10:00 AM 5 hours	Jun 4, 2016 at 3:00 PM
Saturday	Jul 2, 2016	10:00 AM 5 hours	Jul 2, 2016 at 3:00 PM
Saturday	Aug 6, 2016	10:00 AM 5 hours	Aug 6, 2016 at 3:00 PM
Saturday	Sep 10, 2016	10:00 AM 5 hours	Sep 10, 2016 at 3:00 PM
Saturday	Oct 1, 2016	10:00 AM 5 hours	Oct 1, 2016 at 3:00 PM
Summary	Notes		
Total Number of Dates: 7 Total Time: 35 hours	West of Lion's Den, north of Lion's Open Air Shelter, east of Weaver Dr.		

**CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Village Park Open Space Area	Circle Masters Flying Club #9000830 Village Park Open Space Area	\$25.00	7.00	--	\$175.00

**DEPOSITS**

Deposit Charge	Event / Resource	Charge Tax	Amount paid	Refunds	Balance
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Village Park Open Space Area Security Deposit	Circle Masters Flying Club #9000830 Village Park Open Space Area	\$100.00	\$0	\$0	\$0	\$100.00
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#### YOUTH ORGANIZATIONS UTILIZING/RENTING PARK FACILITIES

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Groups/individuals may not use the building for personal use without reserving it and paying the appropriate fees. If a group is found using the building without notifying the Park and Recreation Department, they will lose their privileges to use the building. Youth organizations using the Lion's Building for regular meetings are asked to give back to the community by setting aside two days per year to help clean up the parks in the Village of Sussex. This time should be scheduled with the Director of Recreational Services at 262-246-6447.

**KEY & DEPOSIT REFUND POLICY** Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 2-4 weeks after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key must be picked up & returned to the Community Center Monday-Friday, 8:00 a.m.-5:00 p.m. Failure of the responsible party to pick up the key and village staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Community Center the next business day after the reservation, during business hours. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

**CANCELLATION POLICY** Cancellations will be issued ONLY if the department is notified in writing 30 days or more prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. If the event has been cancelled due to adverse weather conditions or rain out, the Recreation Department must be contacted within twenty-four (24) hours to inform staff of the cancellation. If possible arrangements can be made for another date, or a refund may be issued minus an administrative fee. All Village activities (i.e. youth sports, special events) supercede any outside reservation. All reservations are subject to review.

#### RETURNED CHECKS

Checks written and returned as not payable will be charged \$30 for each returned submission. Reservations will be removed from calendar until the issuer makes good on the amount of the non-payable submission and pays the accrued service charges in full.

#### TAX EXEMPT

If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the reservation request. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

#### FACILITY PROBLEMS

Prior to the event, if the responsible party has question or problems they must contact the Community Center at 262-246-6447. If there is a facility problem on the day of your event, you MUST call the Village's on-call employee IMMEDIATELY at

414-587-1965 to notify them & resolve the issue. If you fail to contact the Community Center or the on-call employee, and a facility problem exists after your rental, you may be held responsible and a deduction may be taken from your deposit and/or invoiced for the expenses.

**SET-UP & CLEAN-UP**

The open air shelter electricity is located in the rafters of each shelter. If the use of the electricity is requested on permit application, it is the responsibility of the renter to bring a ladder & extension cords to reach the electrical outlets located in the rafters of each shelter.

Village Park outdoor water spigots are available near the shelter(s).

Village Park indoor restroom facilities are open and located in the concession stand. The Lion's Building restrooms are only opened upon request on permit application. Port-a-potties are located throughout the park for public use.

The responsibility for set-up and clean-up is assumed by the group using the facility. The person responsible must see that the procedures listed for cleaning are carried out. To receive the full deposit the responsible party must:

assume responsibility for the contents and security of the building or facility. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.

Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early the next morning to clean up. Renters must bag and remove all garbage depositing the trash or recyclables into the appropriate dumpster provided at each location.

Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean, mop or vacuum any stains, spills or debris. For Community Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

**WORKFLOW STAGES**

Description	Status	Event
Administrative Approval	In process (email sent)	Circle Masters Flying Club #9000830

**CUSTOM QUESTIONS**

Question	Answer
Will you be serving beer, wine or fermented beverages?	No
Do you want to set up an inflatable?	No
Do you want access to the Lion's Building restrooms?	No
Would you like to have water available to you?	No

**WAIVERS**

**Facility Liability Waiver**

Due Date: Apr 2, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties. This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

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

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

Permit Contract

**Sussex Recreation Department**  
 W240N5765 Maple Ave  
 Sussex, WI 53089  
 Phone: (262) 246-6447  
 FAX: (262) 246-6337  
 Email: recinfo@villagesussex.org

**Permit #1014, Approved**  
 Jan 7, 2016 3:50 PM



Ashley Pfeifer  
 N60W22664 Silver Spring Dr  
 Sussex, WI 53089  
 Email: mrs.pfeifer@gmail.com

Customer Type: General Public  
 Prepared By: Kristy Pralle

Customer ID: 9362  
 Home: (262) 804-7319

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$255.00	\$0	\$0	\$255.00	\$400.00	\$0	\$0	\$0	\$655.00

**RESERVATIONS**

Event		Resource		Center		Notes
Hamilton Volleyball 5K Type: Special Event Attend/Qty: 200		Village Park Disc Golf Course		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
<b>Days Requested</b>		<b>Event Begins</b>	<b>Duration</b>	<b>Event Ends</b>		
<b>Day</b>	<b>Date</b>					
Saturday	Jul 30, 2016	6:00 AM	7 hours	Jul 30, 2016 at 1:00 PM		
<b>Summary</b>						<b>Notes</b>
Total Number of Dates: 1						--
Total Time: 7 hours						

**RESERVATIONS**

Event		Resource		Center		Notes
Hamilton Volleyball 5K Type: Special Event Attend/Qty: 200		Village Park Lion's Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
<b>Days Requested</b>		<b>Event Begins</b>	<b>Duration</b>	<b>Event Ends</b>		
<b>Day</b>	<b>Date</b>					
Saturday	Jul 30, 2016	6:00 AM	7 hours	Jul 30, 2016 at 1:00 PM		
<b>Summary</b>						<b>Notes</b>
Total Number of Dates: 1						--
Total Time: 7 hours						

**CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Disc Golf Course Tournament Rental Fee		\$100.00	1.00	--	\$100.00

	Hamilton Volleyball 5K #1014 Village Park Disc Golf Course				
Lion's Open Air Shelter Rental Fee	Hamilton Volleyball 5K #1014 Village Park Disc Golf Course	\$155.00	1.00	--	\$155.00

**DEPOSITS**

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Disc Golf Course League Security Deposit	Hamilton Volleyball 5K #1014 Village Park Disc Golf Course	\$400.00	\$0	\$0	\$0	\$400.00

**DISCLAIMERS**

Electricity is available in the rafters of the open air shelters and by the stage in the Lion's Open Air Shelter. The responsible party must provide their own ladder and extension cords if they wish to use electricity. Fees may be invoiced at the discretion of the Village, depending on the type, size and duration of the event.

**CLEAN-UP, TRASH & RECYCLABLE REMOVAL POLICY-IMPORTANT!**

**RESERVATIONS**

All organized groups shall reserve a facility, field or court before utilizing any Village of Sussex facility, field or court. An unorganized group is any group that is less than 10 people or whose participants are almost entirely family. All other groups are considered organized. To guarantee facility availability, unorganized groups must reserve the facility.

**FEES & DEPOSITS**

All fees and deposits must be paid at the time of the reservation. The deposits will be cashed at the time of the reservation and any refundable deposit will be returned after the event. Groups may make cash donations instead of payment as long as the amount of the donation is equal to or greater than the required fee and the item to be purchased does not directly relate to the groups use of park facilities. Non-profit and fund raising events are required to pay fees just like all other groups.

**LIMITS TO RESERVATION TIME**

All parks & facilities close at 11:00 p.m. Programs sponsored by the Village of Sussex take precedence over private reservations. The Village does not guarantee privacy to any group. No reservations are accepted for Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day or New Year's Day. Reservations are made for a specific time frame. Set-up and clean-up times must be included in the scheduled time. The Community Center may be used without the requirement of a rental fee (deposit required) on a weekday afternoon if available. However, the rental event must be open to the public and free of charge. To keep park facilities accessible, renters may reserve park facilities for a limit of two times a month unless otherwise allowed through permit.

**LIMITS ON USE OF FACILITIES**

Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Community Center and the Park & Facility Rental Permit process.

Smoking is prohibited inside all enclosed Village-owned public buildings. All smoking refuse must be disposed of safely & properly into the appropriate trash containers, as to not litter.

No person, except a sheriff, police officer or their deputies, or a member of the Military in the line of duty shall enter or remain in any part of a building owned, occupied or controlled by the Village of Sussex while carrying a firearm or any weapon. Violations of these prohibitions may be punishable by law.

There will be no parking on the grass; or vehicles driven on the grass, unless otherwise agreed upon & written into the permit.

Groups of young people under 18 are required to have the permit signed by a sponsoring adult who must be present during the entire duration of the rental. Additional security may be required and would be a cost incurred by the renter.

The Village is not responsible for private equipment or material used in a park facility.

All pets must be leashed and under control of its owner at all times. Clean up after your pet, deposit waste into the appropriate trash receptacles.

Charcoal must be properly disposed of in the labeled containers at Sussex Village Park.

Facility decorations may exist & must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.

All activities must follow Chapter 19 of the Village Code. All announcements, press releases, flyers, etc. related to groups using a Sussex facility must include the following statement: THIS MEETING (PROGRAM/EVENT) IS NOT SPONSORED OR ENDORSED BY THE VILLAGE OF SUSSEX.

#### ACTIVITIES REQUIRING PARK BOARD APPROVAL

Large events, overnight camping, fires not in approved grills, fundraising, driving/parking automobiles on the grass, and soliciting/selling.

#### YOUTH ORGANIZATIONS UTILIZING/RENTING PARK FACILITIES

Youth organizations within the Hamilton School District may use the Lion's Building at Village Park free of charge for weekly, biweekly, or monthly meetings with Park Board approval. All other park and recreation buildings will require the appropriate fee if rented. To be considered a youth organization, groups must consist of school aged children (examples: Boy Scouts, Girl Scouts, 4-H Club). Also, the group must have an adult supervisor at all meetings. All groups must fill out a Park/Facility Rental Permit Form at the beginning of the calendar year (January 1). Groups must pay a \$100 deposit at the time of the rental request. The deposits may be transferred to the next year upon request.

Groups/individuals may not use the building for personal use without reserving it and paying the appropriate fees. If a group is found using the building without notifying the Park and Recreation Department, they will lose their privileges to use the building. Youth organizations using the Lion's Building for regular meetings are asked to give back to the community by setting aside two days per year to help clean up the parks in the Village of Sussex. This time should be scheduled with the Director of Recreational Services at 262-246-6447.

**KEY & DEPOSIT REFUND POLICY** Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 2-4 weeks after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key must be picked up & returned to the Community Center Monday-Friday, 8:00 a.m.-5:00 p.m. Failure of the responsible party to pick up the key and village staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Community Center the next business day after the reservation, during business hours. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

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#### RETURNED CHECKS

Checks written and returned as not payable will be charged \$30 for each returned submission. Reservations will be removed from calendar until the issuer makes good on the amount of the non-payable submission and pays the accrued service charges in full.

**TAX EXEMPT**

If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the reservation request. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

**FACILITY PROBLEMS**

Prior to the event, if the responsible party has question or problems they must contact the Community Center at 262-246-6447. If there is a facility problem on the day of your event, you **MUST** call the Village's on-call employee **IMMEDIATELY** at 414-587-1965 to notify them & resolve the issue. If you fail to contact the Community Center or the on-call employee, and a facility problem exists after your rental, you may be held responsible and a deduction may be taken from your deposit and/or invoiced for the expenses.

**SET-UP & CLEAN-UP**

The open air shelter electricity is located in the rafters of each shelter. If the use of the electricity is requested on permit application, it is the responsibility of the renter to bring a ladder & extension cords to reach the electrical outlets located in the rafters of each shelter.

Village Park outdoor water spigots are available near the shelter(s).

Village Park indoor restroom facilities are open and located in the concession stand. The Lion's Building restrooms are only opened upon request on permit application. Port-a-potties are located throughout the park for public use.

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assume responsibility for the contents and security of the building or facility. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.

Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early the next morning to clean up. Renters must bag and remove all garbage depositing the trash or recyclables into the appropriate dumpster provided at each location.

Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean, mop or vacuum any stains, spills or debris. For Community Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

Inflatables are allowed in Village Park contingent on location approval by Village staff. Renter(s) must provide proof to the Community Center of homeowner's insurance policy naming the Village of Sussex as an additional insured. There is no charge for inflatables.

: These restrooms are accessible from the outside of the building and are only available upon request. There is no charge for access to these restrooms. Concession stand restrooms at Village Park and Armory Park and port-a-johns are available without special request at most parks. There is no charge for the use of these restroom facilities unless additional port-a-johns or additional maintenance are needed in which a fee will be determined and added to the rental.

**CUSTOM QUESTIONS**

Question	Answer
Do you need the baseball fields prepped?	No
Will you be serving beer, wine or fermented beverages?	No
Would you like to use electricity?	Yes
What will the electricity be used for?	Timing Services
Do you want to set up an inflatable?	Yes

What inflatables will be set up?	Not indicated-Placement in parking lot
Do you want access to the Lion's Building restrooms?	Yes
Will you be selling alcoholic beverages?	No
Would you like to have water available to you?	No

### WAIVERS

#### Facility Liability Waiver

Due Date: Jul 30, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties. This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

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

#### Statement of Liability and Understanding

Due Date: Jul 30, 2016

The undersigned, participant (adult), parent/guardian or a designee do hereby understand that I have registered the individuals herein to participate in the aforementioned activities. I further agree to completely indemnify and hold harmless the Village of Sussex and its employees, officers and agents from and against any and all liability. I understand the requested programs, like all activity, has some inherent risk involved. Furthermore, the individuals named herein are in good physical condition appropriate for the stated activity and the participants assume full responsibility for injuries incurred while taking part in an activity. No accident insurance is provided by the Village of Sussex. I have read and agree to the registration and related policies, procedures and/or guidelines. I understand that any intentional misrepresentation about residency or age will result in removal from programming (forfeiting all fees/costs). I agree to provide proof of residency upon request. I read the enclosed and accept. By signing this, I agree to comply with the Code of Conduct policy set forth by the Village of Sussex and will accept the ramifications should I not adhere to it. By signing this form, you are stating that you understand the importance of recognizing and responding to the signs, symptoms and behaviors of a concussion or head injury and have read the Parent Concussion and Head Injury information on the Village of Sussex website. I agree that my child must be removed from practice/play if a concussion is suspected and seek medical treatment. Adult Participant, Parent/Guardian, or an Adult Designee Signature is required for this registration to be valid.

Waiver Signed

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

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

**Permit Contract**

**Sussex Recreation Department**  
 W240N5765 Maple Ave  
 Sussex, WI 53089  
 Phone: (262) 246-6447  
 FAX: (262) 246-6337  
 Email: recinfo@villagesussex.org

**Permit #1013, Approved**  
 Jan 7, 2016 2:19 PM



**Company:** Humane Animal Welfare Society Of Waukesha (HAWS)  
 701 Northview Road  
 Waukesha, WI 53188

Prepared By: Kristy Pralle

**Agent:** Nancy Mayo  
 Email: nmayolee@hotmail.com

Work: (262) 542-8851 Home: (262) 691-1682

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$370.00	\$0	\$0	\$370.00	\$400.00	\$0	\$0	\$0	\$770.00

**RESERVATIONS**

Event	Resource	Center	Notes																														
HAWS Pet Walk Type: Special Event Attend/Qty: 1300	Village Park Disc Golf Course	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--																														
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**RESERVATIONS**

Event	Resource	Center	Notes																														
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**RESERVATIONS**

Event		Resource		Center	Notes
HAWS Pet Walk Type: Special Event Attend/Qty: 1300		Village Park Lion's Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date	6:00 AM	11 hours	May 7, 2016 at 5:00 PM	
Summary			Notes		
Total Number of Dates: 1		\$100.00 Administrative fee for moving tables			
Total Time: 11 hours					

CHARGES						
Description	Event / Resource	Unit Fee	Units	Tax	Charge	
Administrative Fee	HAWS Pet Walk #1013 Village Park Lion's Building	\$100.00	0	--	\$0	
Beer/Beverage Permit Fee	HAWS Pet Walk #1013 Village Park Lion's Building	\$15.00	1.00	--	\$15.00	
Disc Golf Course Tournament Rental Fee	HAWS Pet Walk #1013 Village Park Lion's Building	\$100.00	1.00	--	\$100.00	
Lion's Building Rental Fee	HAWS Pet Walk #1013 Village Park Lion's Building	\$100.00	1.00	--	\$100.00	
Lion's Open Air Shelter Rental Fee	HAWS Pet Walk #1013 Village Park Lion's Building	\$155.00	1.00	--	\$155.00	

DEPOSITS						
Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Special Event/Tournament Security Deposit	HAWS Pet Walk #1013 Village Park Disc Golf Course	\$400.00	\$0	\$0	\$0	\$400.00

**DISCLAIMERS**

Village ordinances stipulate that the consumption of beer will be allowed in any Village park/facility by permit only. All individuals requesting the beer/beverage permit must be 21 years old or older. Proof required. The issuance of the permit will be incorporated into this contract. No other documents/permits will be issued.

If applicable to this application, sales of alcoholic beverages are regulated by the State of Wisconsin and the Village. Groups who would like to sell beer or wine must be bonafide clubs, fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least six (6) months. Renters must comply with all relevant state statutes and municipal ordinances. The Village Clerk's office must be contacted to obtain appropriate rules and regulations regarding sales and service, as it relates to the sales of alcoholic beverages and permit applications must be submitted no later than thirty (30) days prior to the exhibition or event.

Electricity is available in the rafters of the open air shelters and by the stage in the Lion's Open Air Shelter. The responsible party must provide their own ladder and extension cords if they wish to use electricity. Fees may be invoiced at the discretion of the Village, depending on the type, size and duration of the event.

**CLEAN-UP, TRASH & RECYCLABLE REMOVAL POLICY-IMPORTANT!****RESERVATIONS**

All organized groups shall reserve a facility, field or court before utilizing any Village of Sussex facility, field or court. An unorganized group is any group that is less than 10 people or whose participants are almost entirely family. All other groups are considered organized. To guarantee facility availability, unorganized groups must reserve the facility.

**FEES & DEPOSITS**

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Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Community Center and the Park & Facility Rental Permit process.

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No person, except a sheriff, police officer or their deputies, or a member of the Military in the line of duty shall enter or remain in any part of a building owned, occupied or controlled by the Village of Sussex while carrying a firearm or any weapon. Violations of these prohibitions may be punishable by law.

There will be no parking on the grass; or vehicles driven on the grass, unless otherwise agreed upon & written into the permit.

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Groups/individuals may not use the building for personal use without reserving it and paying the appropriate fees. If a group is found using the building without notifying the Park and Recreation Department, they will lose their privileges to use the building. Youth organizations using the Lion's Building for regular meetings are asked to give back to the community by setting aside two days per year to help clean up the parks in the Village of Sussex. This time should be scheduled with the Director of Recreational Services at 262-246-6447.

**KEY & DEPOSIT REFUND POLICY** Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 2-4 weeks after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key must be picked up & returned to the Community Center Monday-Friday, 8:00 a.m.-5:00 p.m. Failure of the responsible party to pick up the key and village staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Community Center the next business day after the reservation, during business hours. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

**CANCELLATION POLICY** Cancellations will be issued ONLY if the department is notified in writing 30 days or more prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. If the event has been cancelled due to adverse weather conditions or rain out, the Recreation Department must be contacted within twenty-four (24) hours to inform staff of the cancellation. If possible arrangements can be made for another date, or a refund may be issued minus an administrative fee. All Village activities (i.e. youth sports, special events) supercede any outside reservation. All reservations are subject to review.

#### RETURNED CHECKS

Checks written and returned as not payable will be charged \$30 for each returned submission. Reservations will be removed from calendar until the issuer makes good on the amount of the non-payable submission and pays the accrued service charges in full.

#### TAX EXEMPT

If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the reservation request. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

#### FACILITY PROBLEMS

Prior to the event, if the responsible party has question or problems they must contact the Community Center at 262-246-6447. If there is a facility problem on the day of your event, you MUST call the Village's on-call employee IMMEDIATELY at 414-587-1965 to notify them & resolve the issue. If you fail to contact the Community Center or the on-call employee, and a facility problem exists after your rental, you may be held responsible and a deduction may be taken from your deposit and/or invoiced for the expenses.

#### SET-UP & CLEAN-UP

The open air shelter electricity is located in the rafters of each shelter. If the use of the electricity is requested on permit application, it is the responsibility of the renter to bring a ladder & extension cords to reach the electrical outlets located in the rafters of each shelter.

Village Park outdoor water spigots are available near the shelter(s).

Village Park indoor restroom facilities are open and located in the concession stand. The Lion's Building restrooms are only opened upon request on permit application. Port-a-potties are located throughout the park for public use.

The responsibility for set-up and clean-up is assumed by the group using the facility. The person responsible must see that the procedures listed for cleaning are carried out. To receive the full deposit the responsible party must:

assume responsibility for the contents and security of the building or facility. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.

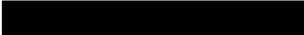
Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early the next morning to clean up. Renters must bag and remove all garbage depositing the trash or recyclables into the appropriate dumpster provided at each location.

Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean, mop or vacuum any stains, spills or debris. For Community Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

: These restrooms are accessible from the outside of the building and are only available upon request.

There is no charge for access to these restrooms. Concession stand restrooms at Village Park and Armory Park and port-a-johns are available without special request at most parks. There is no charge for the use of these restroom facilities unless additional port-a-johns or additional maintenance are needed in which a fee will be determined and added to the rental.

#### CUSTOM QUESTIONS

Question	Answer
Do you need the baseball fields prepped?	No
Will you be serving beer, wine or fermented beverages?	Yes
Please provide driver's license number and date of birth.	
Would you like to use electricity?	Yes
What will the electricity be used for?	audio, crock pots, lights
Do you want to set up an inflatable?	No
Do you want access to the Lion's Building restrooms?	Yes
Please specify any special setup requests you may have:	Paid \$100 administrative fee to have tables moved
Will you be selling alcoholic beverages?	No
Would you like to have water available to you?	No

#### WAIVERS

##### Facility Liability Waiver

Due Date: May 7, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties.

This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

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

**Beer/Beverage Permit Waiver**

Due Date: May 7, 2016

I understand that:

Village ordinances stipulate that the consumption of beer will be allowed in any Village park/facility by permit only. Checking this section on the Park/Facility Rental Permit will request your desire for a beer/beverage permit and will inform the staff to issue/deny permission to issue a permit. All individuals requesting the beer/beverage permit must be 21 years old or older. Proof required. The issuance of the permit will be incorporated into this agreement for signature. No other documents will be issued.

Waiver Signed

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

**Statement of Liability and Understanding**

Due Date: May 7, 2016

The undersigned, participant (adult), parent/guardian or a designee do hereby understand that I have registered the individuals herein to participate in the aforementioned activities. I further agree to completely indemnify and hold harmless the Village of Sussex and its employees, officers and agents from and against any and all liability. I understand the requested programs, like all activity, has some inherent risk involved. Furthermore, the individuals named herein are in good physical condition appropriate for the stated activity and the participants assume full responsibility for injuries incurred while taking part in an activity. No accident insurance is provided by the Village of Sussex. I have read and agree to the registration and related policies, procedures and/or guidelines. I understand that any intentional misrepresentation about residency or age will result in removal from programming (forfeiting all fees/costs). I agree to provide proof of residency upon request. I read the enclosed and accept. By signing this, I agree to comply with the Code of Conduct policy set forth by the Village of Sussex and will accept the ramifications should I not adhere to it. By signing this form, you are stating that you understand the importance of recognizing and responding to the signs, symptoms and behaviors of a concussion or head injury and have read the Parent Concussion and Head Injury information on the Village of Sussex website. I agree that my child must be removed from practice/play if a concussion is suspected and seek medical treatment. Adult Participant, Parent/Guardian, or an Adult Designee Signature is required for this registration to be valid.

Waiver Signed

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

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

**Permit Contract**

**Sussex Recreation Department**  
 W240N5765 Maple Ave  
 Sussex, WI 53089  
 Phone: (262) 246-6447  
 FAX: (262) 246-6337  
 Email: recinfo@villagesussex.org

**Permit #1018, Approved**  
 Jan 8, 2016 11:13 AM



**Company:** Sussex Lions Club  
 PO Box 22  
 Sussex, WI 53089

Prepared By: Kristy Pralle

**Agent:** Rick Vodicka  
 Email: rickbvodicka@gmail.com

Home: (262) 246-4151

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$320.00	\$0	\$0	\$320.00	\$100.00	\$0	\$0	\$0	\$420.00

**RESERVATIONS**

Event	Resource	Center	Notes	
Lion's Club Flag Football #1018 Type: Baseball Diamond Rental Attend/Qty: 50	Village Park - Lighted Diamond	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--	
		--		
Days Requested	Event Begins	Duration	Event Ends	
Day	Date			
Tuesday	Sep 6, 2016	6:00 PM	3 hours	Sep 6, 2016 at 9:00 PM
Thursday	Sep 8, 2016	6:00 PM	3 hours	Sep 8, 2016 at 9:00 PM
Tuesday	Sep 13, 2016	6:00 PM	3 hours	Sep 13, 2016 at 9:00 PM
Thursday	Sep 15, 2016	6:00 PM	3 hours	Sep 15, 2016 at 9:00 PM
Tuesday	Sep 20, 2016	6:00 PM	3 hours	Sep 20, 2016 at 9:00 PM
Thursday	Sep 22, 2016	6:00 PM	3 hours	Sep 22, 2016 at 9:00 PM
Tuesday	Sep 27, 2016	6:00 PM	3 hours	Sep 27, 2016 at 9:00 PM
Thursday	Sep 29, 2016	6:00 PM	3 hours	Sep 29, 2016 at 9:00 PM
Tuesday	Oct 4, 2016	6:00 PM	3 hours	Oct 4, 2016 at 9:00 PM
Thursday	Oct 6, 2016	6:00 PM	3 hours	Oct 6, 2016 at 9:00 PM
Tuesday	Oct 11, 2016	6:00 PM	3 hours	Oct 11, 2016 at 9:00 PM
Thursday	Oct 13, 2016	6:00 PM	3 hours	Oct 13, 2016 at 9:00 PM
Tuesday	Oct 18, 2016	6:00 PM	3 hours	Oct 18, 2016 at 9:00 PM
Thursday	Oct 20, 2016	6:00 PM	3 hours	Oct 20, 2016 at 9:00 PM
Tuesday	Oct 25, 2016	6:00 PM	3 hours	Oct 25, 2016 at 9:00 PM
Thursday	Oct 27, 2016	6:00 PM	3 hours	Oct 27, 2016 at 9:00 PM
<b>Summary</b>			<b>Notes</b>	
Total Number of Dates: 16			--	
Total Time: 48 hours				

**CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Lighting Fee - Lighted Diamond	Lion's Club Flag Football #1018 Village Park - Lighted Diamond	\$10.00	16.00	--	\$160.00
Village Park-Lighted Ball Diamond Rental Fee Non P	Lion's Club Flag Football #1018 Village Park - Lighted Diamond	\$10.00	16.00	--	\$160.00

**DEPOSITS**

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Village Park-Lighted Ball Diamond Security Deposit	Lion's Club Flag Football #1018 Village Park - Lighted Diamond	\$100.00	\$0	\$0	\$0	\$100.00

**DISCLAIMERS**

**CLEAN-UP, TRASH & RECYCLABLE REMOVAL POLICY-IMPORTANT!**

**RESERVATIONS**

All organized groups shall reserve a facility, field or court before utilizing any Village of Sussex facility, field or court. An unorganized group is any group that is less than 10 people or whose participants are almost entirely family. All other groups are considered organized. To guarantee facility availability, unorganized groups must reserve the facility.

**FEES & DEPOSITS**

All fees and deposits must be paid at the time of the reservation. The deposits will be cashed at the time of the reservation and any refundable deposit will be returned after the event. Groups may make cash donations instead of payment as long as the amount of the donation is equal to or greater than the required fee and the item to be purchased does not directly relate to the groups use of park facilities. Non-profit and fund raising events are required to pay fees just like all other groups.

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**WORKFLOW STAGES**

Description	Status	Event
Administrative Approval	Approved	Lion's Club Flag Football #1018

**WAIVERS**

**Facility Liability Waiver**

Due Date: Sep 6, 2016

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Waiver Signed

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

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**Permit Contract**

**Sussex Recreation Department**  
 W240N5765 Maple Ave  
 Sussex, WI 53089  
 Phone: (262) 246-6447  
 FAX: (262) 246-6337  
 Email: recinfo@villagesussex.org

**Permit #1017, Approved**  
 Jan 8, 2016 10:43 AM



**Company:** Sussex Lions Club  
 PO Box 22  
 Sussex, WI 53089

Prepared By: Kristy Pralle

**Agent:** Rick Vodicka  
 Email: rickbvodicka@gmail.com

Home: (262) 246-4151

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$4,365.00	\$0	\$0	\$4,365.00	\$400.00	\$0	\$0	\$0	\$4,765.00

**RESERVATIONS**

Event	Resource	Center	Notes																																								
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000	Village Park - Ball Diamond #1 South	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--																																								
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**RESERVATIONS**

Event	Resource	Center	Notes																																								
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000	Village Park - Ball Diamond #2 Central	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--																																								
<table border="1"> <thead> <tr> <th colspan="2">Days Requested</th> <th>Event Begins</th> <th>Duration</th> <th>Event Ends</th> </tr> <tr> <th>Day</th> <th>Date</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Friday</td> <td>Jul 15, 2016</td> <td>6:00 AM</td> <td>17 hours</td> <td>Jul 15, 2016 at 11:00 PM</td> </tr> <tr> <td>Saturday</td> <td>Jul 16, 2016</td> <td>6:00 AM</td> <td>17 hours</td> <td>Jul 16, 2016 at 11:00 PM</td> </tr> <tr> <td>Sunday</td> <td>Jul 17, 2016</td> <td>6:00 AM</td> <td>17 hours</td> <td>Jul 17, 2016 at 11:00 PM</td> </tr> <tr> <td colspan="4"><b>Summary</b></td> <td><b>Notes</b></td> </tr> <tr> <td colspan="4">Total Number of Dates: 3</td> <td>--</td> </tr> <tr> <td colspan="4">Total Time: 51 hours</td> <td></td> </tr> </tbody> </table>				Days Requested		Event Begins	Duration	Event Ends	Day	Date				Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM	Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM	Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM	<b>Summary</b>				<b>Notes</b>	Total Number of Dates: 3				--	Total Time: 51 hours				
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**RESERVATIONS**

Event		Resource		Center	Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park - Ball Diamond #3 North		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM	
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM	
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM	
<b>Summary</b>					<b>Notes</b>
Total Number of Dates: 3					--
Total Time: 51 hours					

**RESERVATIONS**

Event		Resource		Center	Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park - Hardball Diamond		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM	
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM	
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM	
<b>Summary</b>					<b>Notes</b>
Total Number of Dates: 3					--
Total Time: 51 hours					

**RESERVATIONS**

Event		Resource		Center	Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park - Lighted Diamond		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM	
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM	
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM	
<b>Summary</b>					<b>Notes</b>
Total Number of Dates: 3					--
Total Time: 51 hours					

**RESERVATIONS**

Event	Resource	Center	Notes

Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Disc Golf Course		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Monday	Jul 11, 2016	6:00 AM	17 hours	Jul 11, 2016 at 11:00 PM		
Tuesday	Jul 12, 2016	6:00 AM	17 hours	Jul 12, 2016 at 11:00 PM		
Wednesday	Jul 13, 2016	6:00 AM	17 hours	Jul 13, 2016 at 11:00 PM		
Thursday	Jul 14, 2016	6:00 AM	17 hours	Jul 14, 2016 at 11:00 PM		
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM		
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM		
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM		
<b>Summary</b>						<b>Notes</b>
Total Number of Dates: 7						--
Total Time: 119 hours						

**RESERVATIONS**

Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Early Days Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM		
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM		
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM		
<b>Summary</b>						<b>Notes</b>
Total Number of Dates: 3						--
Total Time: 51 hours						

**RESERVATIONS**

Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Lion's Building		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Wednesday	Jul 13, 2016	6:00 AM	17 hours	Jul 13, 2016 at 11:00 PM		
Thursday	Jul 14, 2016	6:00 AM	17 hours	Jul 14, 2016 at 11:00 PM		
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM		
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM		
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM		
<b>Summary</b>						<b>Notes</b>
Total Number of Dates: 5						--
Total Time: 85 hours						

**RESERVATIONS**

Event		Resource		Center		Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Lion's Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Monday	Jul 11, 2016	6:00 AM	17 hours	Jul 11, 2016 at 11:00 PM		
Tuesday	Jul 12, 2016	6:00 AM	17 hours	Jul 12, 2016 at 11:00 PM		
Wednesday	Jul 13, 2016	6:00 AM	17 hours	Jul 13, 2016 at 11:00 PM		
Thursday	Jul 14, 2016	6:00 AM	17 hours	Jul 14, 2016 at 11:00 PM		
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM		
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM		
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM		
<b>Summary</b>						<b>Notes</b>
Total Number of Dates: 7						--
Total Time: 119 hours						

**RESERVATIONS**

Event		Resource		Center		Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park North Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM		
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM		
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM		
<b>Summary</b>						<b>Notes</b>
Total Number of Dates: 3						--
Total Time: 51 hours						

**RESERVATIONS**

Event		Resource		Center		Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Open Space Area		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM		
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM		
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM		
<b>Summary</b>						<b>Notes</b>
Total Number of Dates: 3						--
Total Time: 51 hours						

**RESERVATIONS**

Event		Resource		Center	Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Volleyball Court #1		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM	
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM	
<b>Summary</b>					<b>Notes</b>
Total Number of Dates: 2					--
Total Time: 34 hours					

**RESERVATIONS**

Event		Resource		Center	Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Volleyball Court #2		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM	
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM	
<b>Summary</b>					<b>Notes</b>
Total Number of Dates: 2					--
Total Time: 34 hours					

**CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Disc Golf Course Tournament Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	7.00	--	\$700.00
Early Days Open Air Shelter Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$55.00	3.00	--	\$165.00
Lion's Building Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	5.00	--	\$500.00
Lion's Open Air Shelter Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$155.00	7.00	--	\$1,085.00
North Open Air Shelter Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$80.00	3.00	--	\$240.00
Village Park - Ball Diamond #1 So Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	3.00	--	\$300.00

Village Park - Ball Diamond #2 Ce Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	3.00	--	\$300.00
Village Park - Ball Diamond #3 North Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	3.00	--	\$300.00
Village Park - Hardball Diamond Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	3.00	--	\$300.00
Village Park Open Space Area	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$25.00	3.00	--	\$75.00
Village Park-Lighted Ball Diamond Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	3.00	--	\$300.00
Volleyball Courts Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$25.00	2.00	--	\$50.00
Volleyball Courts Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$25.00	2.00	--	\$50.00

**DEPOSITS**

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Special Event/Tournament Security Deposit	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$400.00	\$0	\$0	\$0	\$400.00

**DISCLAIMERS**

Village ordinances stipulate that the consumption of beer will be allowed in any Village park/facility by permit only. All individuals requesting the beer/beverage permit must be 21 years old or older. Proof required. The issuance of the permit will be incorporated into this contract. No other documents/permits will be issued.

If applicable to this application, sales of alcoholic beverages are regulated by the State of Wisconsin and the Village. Groups who would like to sell beer or wine must be bonafide clubs, fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least six (6) months. Renters must comply with all relevant state statutes and municipal ordinances. The Village Clerk's office must be contacted to obtain appropriate rules and regulations regarding sales and service, as it relates to the sales of alcoholic beverages and permit applications must be submitted no later than thirty (30) days prior to the exhibition or event.

Electricity is available in the rafters of the open air shelters and by the stage in the Lion's Open Air Shelter. The responsible party must provide their own ladder and extension cords if they wish to use electricity. Fees may be invoiced at the discretion of the Village, depending on the type, size and duration of the event.

**CLEAN-UP, TRASH & RECYCLABLE REMOVAL POLICY-IMPORTANT!**

**RESERVATIONS**

All organized groups shall reserve a facility, field or court before utilizing any Village of Sussex facility, field or court. An unorganized group is any group that is less than 10 people or whose participants are almost entirely family. All other groups are considered organized. To guarantee facility availability, unorganized groups must reserve the facility.

**FEES & DEPOSITS**

All fees and deposits must be paid at the time of the reservation. The deposits will be cashed at the time of

the reservation and any refundable deposit will be returned after the event. Groups may make cash donations instead of payment as long as the amount of the donation is equal to or greater than the required fee and the item to be purchased does not directly relate to the groups use of park facilities. Non-profit and fund raising events are required to pay fees just like all other groups.

#### LIMITS TO RESERVATION TIME

All parks & facilities close at 11:00 p.m. Programs sponsored by the Village of Sussex take precedence over private reservations. The Village does not guarantee privacy to any group. No reservations are accepted for Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day or New Year's Day. Reservations are made for a specific time frame. Set-up and clean-up times must be included in the scheduled time. The Community Center may be used without the requirement of a rental fee (deposit required) on a weekday afternoon if available. However, the rental event must be open to the public and free of charge. To keep park facilities accessible, renters may reserve park facilities for a limit of two times a month unless otherwise allowed through permit.

#### LIMITS ON USE OF FACILITIES

Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Community Center and the Park & Facility Rental Permit process.

Smoking is prohibited inside all enclosed Village-owned public buildings. All smoking refuse must be disposed of safely & properly into the appropriate trash containers, as to not litter.

No person, except a sheriff, police officer or their deputies, or a member of the Military in the line of duty shall enter or remain in any part of a building owned, occupied or controlled by the Village of Sussex while carrying a firearm or any weapon. Violations of these prohibitions may be punishable by law.

There will be no parking on the grass; or vehicles driven on the grass, unless otherwise agreed upon & written into the permit.

Groups of young people under 18 are required to have the permit signed by a sponsoring adult who must be present during the entire duration of the rental. Additional security may be required and would be a cost incurred by the renter.

The Village is not responsible for private equipment or material used in a park facility.

All pets must be leashed and under control of its owner at all times. Clean up after your pet, deposit waste into the appropriate trash receptacles.

Charcoal must be properly disposed of in the labeled containers at Sussex Village Park.

Facility decorations may exist & must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.

All activities must follow Chapter 19 of the Village Code. All announcements, press releases, flyers, etc. related to groups using a Sussex facility must include the following statement: THIS MEETING (PROGRAM/EVENT) IS NOT SPONSORED OR ENDORSED BY THE VILLAGE OF SUSSEX.

#### ACTIVITIES REQUIRING PARK BOARD APPROVAL

Large events, overnight camping, fires not in approved grills, fundraising, driving/parking automobiles on the grass, and soliciting/selling.

#### YOUTH ORGANIZATIONS UTILIZING/RENTING PARK FACILITIES

Youth organizations within the Hamilton School District may use the Lion's Building at Village Park free of charge for weekly, biweekly, or monthly meetings with Park Board approval. All other park and recreation buildings will require the appropriate fee if rented. To be considered a youth organization, groups must consist of school aged children (examples: Boy Scouts, Girl Scouts, 4-H Club). Also, the group must have an adult supervisor at all meetings. All groups must fill out a Park/Facility Rental Permit Form at the beginning of the calendar year (January 1). Groups must pay a \$100 deposit at the time of the rental request. The deposits may be transferred to the next year upon request.

Groups/individuals may not use the building for personal use without reserving it and paying the appropriate fees. If a group is found using the building without notifying the Park and Recreation

Department, they will lose their privileges to use the building. Youth organizations using the Lion's Building for regular meetings are asked to give back to the community by setting aside two days per year to help clean up the parks in the Village of Sussex. This time should be scheduled with the Director of Recreational Services at 262-246-6447.

**KEY & DEPOSIT REFUND POLICY** Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 2-4 weeks after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key must be picked up & returned to the Community Center Monday-Friday, 8:00 a.m.-5:00 p.m. Failure of the responsible party to pick up the key and village staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Community Center the next business day after the reservation, during business hours. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

**CANCELLATION POLICY** Cancellations will be issued ONLY if the department is notified in writing 30 days or more prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. If the event has been cancelled due to adverse weather conditions or rain out, the Recreation Department must be contacted within twenty-four (24) hours to inform staff of the cancellation. If possible arrangements can be made for another date, or a refund may be issued minus an administrative fee. All Village activities (i.e. youth sports, special events) supercede any outside reservation. All reservations are subject to review.

#### RETURNED CHECKS

Checks written and returned as not payable will be charged \$30 for each returned submission. Reservations will be removed from calendar until the issuer makes good on the amount of the non-payable submission and pays the accrued service charges in full.

#### TAX EXEMPT

If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the reservation request. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

#### FACILITY PROBLEMS

Prior to the event, if the responsible party has question or problems they must contact the Community Center at 262-246-6447. If there is a facility problem on the day of your event, you MUST call the Village's on-call employee IMMEDIATELY at 414-587-1965 to notify them & resolve the issue. If you fail to contact the Community Center or the on-call employee, and a facility problem exists after your rental, you may be held responsible and a deduction may be taken from your deposit and/or invoiced for the expenses.

#### SET-UP & CLEAN-UP

The open air shelter electricity is located in the rafters of each shelter. If the use of the electricity is requested on permit application, it is the responsibility of the renter to bring a ladder & extension cords to reach the electrical outlets located in the rafters of each shelter.

Village Park outdoor water spigots are available near the shelter(s).

Village Park indoor restroom facilities are open and located in the concession stand. The Lion's Building restrooms are only opened upon request on permit application. Port-a-potties are located throughout the park for public use.

The responsibility for set-up and clean-up is assumed by the group using the facility. The person responsible must see that the procedures listed for cleaning are carried out. To receive the full deposit the responsible party must:

assume responsibility for the contents and security of the building or facility. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.

Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early the next morning to clean up. Renters must bag and remove all garbage depositing

the trash or recyclables into the appropriate dumpster provided at each location.

Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean, mop or vacuum any stains, spills or debris. For Community Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

: These restrooms are accessible from the outside of the building and are only available upon request.

There is no charge for access to these restrooms. Concession stand restrooms at Village Park and Armory Park and port-a-johns are available without special request at most parks. There is no charge for the use of these restroom facilities unless additional port-a-johns or additional maintenance are needed in which a fee will be determined and added to the rental.

**CUSTOM QUESTIONS**

Question	Answer
Do you need the baseball fields prepped?	No

**WAIVERS**

**Facility Liability Waiver**

Due Date: Jul 11, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties. This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

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

**Beer/Beverage Permit Waiver**

Due Date: Jul 11, 2016

I understand that:

Village ordinances stipulate that the consumption of beer will be allowed in any Village park/facility by permit only. Checking this section on the Park/Facility Rental Permit will request your desire for a beer/beverage permit and will inform the staff to issue/deny permission to issue a permit. All individuals requesting the beer/beverage permit must be 21 years old or older. Proof required. The issuance of the permit will be incorporated into this agreement for signature. No other documents will be issued.

Waiver Signed

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

**Sales of Alcoholic Beverages Waiver**

Due Date: Jul 11, 2016

I understand the following:

If applicable to this permit request, sales of alcoholic beverages are regulated by the State of Wisconsin and the Village of Sussex. Groups who would like to sell beer or wine must be bonafide clubs, fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least 6 months. Responsible parties must comply with all relevant state statutes and municipal ordinances. The Village Clerk's

office must be contacted to obtain appropriate rules and regulations regarding sales and service, as it relates to the sales of alcoholic beverages and permit applications must be submitted no later than thirty (30) days prior to the exhibition or event.

Waiver Signed

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

**Statement of Liability and Understanding**

Due Date: Jul 11, 2016

The undersigned, participant (adult), parent/guardian or a designee do hereby understand that I have registered the individuals herein to participate in the aforementioned activities. I further agree to completely indemnify and hold harmless the Village of Sussex and its employees, officers and agents from and against any and all liability. I understand the requested programs, like all activity, has some inherent risk involved. Furthermore, the individuals named herein are in good physical condition appropriate for the stated activity and the participants assume full responsibility for injuries incurred while taking part in an activity. No accident insurance is provided by the Village of Sussex. I have read and agree to the registration and related policies, procedures and/or guidelines. I understand that any intentional misrepresentation about residency or age will result in removal from programming (forfeiting all fees/costs). I agree to provide proof of residency upon request. I read the enclosed and accept. By signing this, I agree to comply with the Code of Conduct policy set forth by the Village of Sussex and will accept the ramifications should I not adhere to it. By signing this form, you are stating that you understand the importance of recognizing and responding to the signs, symptoms and behaviors of a concussion or head injury and have read the Parent Concussion and Head Injury information on the Village of Sussex website. I agree that my child must be removed from practice/play if a concussion is suspected and seek medical treatment. Adult Participant, Parent/Guardian, or an Adult Designee Signature is required for this registration to be valid.

Waiver Signed

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

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

**Permit Contract**

**Sussex Recreation Department**  
 W240N5765 Maple Ave  
 Sussex, WI 53089  
 Phone: (262) 246-6447  
 FAX: (262) 246-6337  
 Email: recinfo@villagesussex.org

**Permit #1015, Approved**  
 Jan 7, 2016 4:06 PM



**Company:** Sussex Antique Power Association  
 W247 N7929 Sharon Dr  
 Sussex, WI 53089

Prepared By: Kristy Pralle

**Agent:** Kevin Riemer  
 Email: farmall53h@yahoo.com

Home: (262) 246-3245

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$1,140.00	\$0	\$0	\$1,140.00	\$400.00	\$0	\$0	\$0	\$1,540.00

**RESERVATIONS**

Event		Resource		Center		Notes
Sussex Antique Power Type: Special Event Attend/Qty: 2000		Village Park Disc Golf Course		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Thursday	Aug 25, 2016	7:00 AM	13 hours	Aug 25, 2016 at 8:00 PM		
Friday	Aug 26, 2016	7:00 AM	13 hours	Aug 26, 2016 at 8:00 PM		
Saturday	Aug 27, 2016	7:00 AM	13 hours	Aug 27, 2016 at 8:00 PM		
Sunday	Aug 28, 2016	7:00 AM	13 hours	Aug 28, 2016 at 8:00 PM		
<b>Summary</b>						<b>Notes</b>
Total Number of Dates: 4						--
Total Time: 52 hours						

**RESERVATIONS**

Event		Resource		Center		Notes
Sussex Antique Power Type: Special Event Attend/Qty: 2000		Village Park Early Days Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Thursday	Aug 25, 2016	7:00 AM	13 hours	Aug 25, 2016 at 8:00 PM		
Friday	Aug 26, 2016	7:00 AM	13 hours	Aug 26, 2016 at 8:00 PM		
Saturday	Aug 27, 2016	7:00 AM	13 hours	Aug 27, 2016 at 8:00 PM		
Sunday	Aug 28, 2016	7:00 AM	13 hours	Aug 28, 2016 at 8:00 PM		
<b>Summary</b>						<b>Notes</b>
						--

Total Number of Dates: 4  
 Total Time: 52 hours

**RESERVATIONS**

Event		Resource		Center	Notes
Sussex Antique Power Type: Special Event Attend/Qty: 2000		Village Park Lion's Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Thursday	Aug 25, 2016	7:00 AM	13 hours	Aug 25, 2016 at 8:00 PM	
Friday	Aug 26, 2016	7:00 AM	13 hours	Aug 26, 2016 at 8:00 PM	
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<b>Summary</b>					<b>Notes</b>
Total Number of Dates: 4					--
Total Time: 52 hours					

**RESERVATIONS**

Event		Resource		Center	Notes
Sussex Antique Power Type: Special Event Attend/Qty: 2000		Village Park North Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Thursday	Aug 25, 2016	7:00 AM	13 hours	Aug 25, 2016 at 8:00 PM	
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<b>Summary</b>					<b>Notes</b>
Total Number of Dates: 4					--
Total Time: 52 hours					

**RESERVATIONS**

Event		Resource		Center	Notes
Sussex Antique Power Type: Special Event Attend/Qty: 2000		Village Park Open Space Area		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Thursday	Aug 25, 2016	7:00 AM	13 hours	Aug 25, 2016 at 8:00 PM	
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<b>Summary</b>					<b>Notes</b>

Total Number of Dates: 4	--
Total Time: 52 hours	

**RESERVATIONS**

Event		Resource		Center	Notes
Sussex Antique Power Type: Special Event Attend/Qty: 0		Village Park - Ball Diamond #3 North		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--
--					
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Thursday	Aug 25, 2016	7:00 AM	13 hours	Aug 25, 2016 at 8:00 PM	
Friday	Aug 26, 2016	7:00 AM	13 hours	Aug 26, 2016 at 8:00 PM	
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<b>Summary</b>					<b>Notes</b>
Total Number of Dates: 4					--
Total Time: 52 hours					

**CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Beer/Beverage Permit Fee	Sussex Antique Power #1015 Village Park Disc Golf Course	\$15.00	4.00	--	\$60.00
Lion's Open Air Shelter Rental Fee	Sussex Antique Power #1015 Village Park Disc Golf Course	\$155.00	4.00	--	\$620.00
North Open Air Shelter Rental Fee	Sussex Antique Power #1015 Village Park Disc Golf Course	\$80.00	4.00	--	\$320.00
Village Park Open Space Area	Sussex Antique Power #1015 Village Park Disc Golf Course	\$25.00	4.00	--	\$100.00
Village Park - Ball Diamond #3 North Rental Fee	Sussex Antique Power #1015 Village Park Disc Golf Course	\$10.00	4.00	--	\$40.00

**DEPOSITS**

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Special Event/Tournament Security Deposit	Sussex Antique Power #1015 Village Park Disc Golf Course	\$400.00	\$0	\$0	\$0	\$400.00

## DISCLAIMERS

Village ordinances stipulate that the consumption of beer will be allowed in any Village park/facility by permit only. All individuals requesting the beer/beverage permit must be 21 years old or older. Proof required. The issuance of the permit will be incorporated into this contract. No other documents/permits will be issued.

If applicable to this application, sales of alcoholic beverages are regulated by the State of Wisconsin and the Village. Groups who would like to sell beer or wine must be bonafide clubs, fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least six (6) months. Renters must comply with all relevant state statutes and municipal ordinances. The Village Clerk's office must be contacted to obtain appropriate rules and regulations regarding sales and service, as it relates to the sales of alcoholic beverages and permit applications must be submitted no later than thirty (30) days prior to the exhibition or event.

**CLEAN-UP, TRASH & RECYCLABLE REMOVAL POLICY-IMPORTANT!**

## RESERVATIONS

All organized groups shall reserve a facility, field or court before utilizing any Village of Sussex facility, field or court. An unorganized group is any group that is less than 10 people or whose participants are almost entirely family. All other groups are considered organized. To guarantee facility availability, unorganized groups must reserve the facility.

## FEES & DEPOSITS

All fees and deposits must be paid at the time of the reservation. The deposits will be cashed at the time of the reservation and any refundable deposit will be returned after the event. Groups may make cash donations instead of payment as long as the amount of the donation is equal to or greater than the required fee and the item to be purchased does not directly relate to the groups use of park facilities. Non-profit and fund raising events are required to pay fees just like all other groups.

## LIMITS TO RESERVATION TIME

All parks & facilities close at 11:00 p.m. Programs sponsored by the Village of Sussex take precedence over private reservations. The Village does not guarantee privacy to any group. No reservations are accepted for Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day or New Year's Day. Reservations are made for a specific time frame. Set-up and clean-up times must be included in the scheduled time. The Community Center may be used without the requirement of a rental fee (deposit required) on a weekday afternoon if available. However, the rental event must be open to the public and free of charge.

To keep park facilities accessible, renters may reserve park facilities for a limit of two times a month unless otherwise allowed through permit.

## LIMITS ON USE OF FACILITIES

Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Community Center and the Park & Facility Rental Permit process.

Smoking is prohibited inside all enclosed Village-owned public buildings. All smoking refuse must be disposed of safely & properly into the appropriate trash containers, as to not litter.

No person, except a sheriff, police officer or their deputies, or a member of the Military in the line of duty shall enter or remain in any part of a building owned, occupied or controlled by the Village of Sussex while carrying a firearm or any weapon. Violations of these prohibitions may be punishable by law.

There will be no parking on the grass; or vehicles driven on the grass, unless otherwise agreed upon & written into the permit.

Groups of young people under 18 are required to have the permit signed by a sponsoring adult who must be present during the entire duration of the rental. Additional security may be required and would be a cost incurred by the renter.

The Village is not responsible for private equipment or material used in a park facility.

All pets must be leashed and under control of its owner at all times. Clean up after your pet, deposit waste into the appropriate trash receptacles.

Charcoal must be properly disposed of in the labeled containers at Sussex Village Park.

Facility decorations may exist & must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.

All activities must follow Chapter 19 of the Village Code. All announcements, press releases, flyers, etc. related to groups using a Sussex facility must include the following statement: THIS MEETING (PROGRAM/EVENT) IS NOT SPONSORED OR ENDORSED BY THE VILLAGE OF SUSSEX.

#### ACTIVITIES REQUIRING PARK BOARD APPROVAL

Large events, overnight camping, fires not in approved grills, fundraising, driving/parking automobiles on the grass, and soliciting/selling.

#### YOUTH ORGANIZATIONS UTILIZING/RENTING PARK FACILITIES

Youth organizations within the Hamilton School District may use the Lion's Building at Village Park free of charge for weekly, biweekly, or monthly meetings with Park Board approval. All other park and recreation buildings will require the appropriate fee if rented. To be considered a youth organization, groups must consist of school aged children (examples: Boy Scouts, Girl Scouts, 4-H Club). Also, the group must have an adult supervisor at all meetings. All groups must fill out a Park/Facility Rental Permit Form at the beginning of the calendar year (January 1). Groups must pay a \$100 deposit at the time of the rental request. The deposits may be transferred to the next year upon request.

Groups/individuals may not use the building for personal use without reserving it and paying the appropriate fees. If a group is found using the building without notifying the Park and Recreation Department, they will lose their privileges to use the building. Youth organizations using the Lion's Building for regular meetings are asked to give back to the community by setting aside two days per year to help clean up the parks in the Village of Sussex. This time should be scheduled with the Director of Recreational Services at 262-246-6447.

**KEY & DEPOSIT REFUND POLICY** Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 2-4 weeks after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key must be picked up & returned to the Community Center Monday-Friday, 8:00 a.m.-5:00 p.m. Failure of the responsible party to pick up the key and village staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Community Center the next business day after the reservation, during business hours. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

**CANCELLATION POLICY** Cancellations will be issued ONLY if the department is notified in writing 30 days or more prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. If the event has been cancelled due to adverse weather conditions or rain out, the Recreation Department must be contacted within twenty-four (24) hours to inform staff of the cancellation. If possible arrangements can be made for another date, or a refund may be issued minus an administrative fee. All Village activities (i.e. youth sports, special events) supercede any outside reservation. All reservations are subject to review.

#### RETURNED CHECKS

Checks written and returned as not payable will be charged \$30 for each returned submission. Reservations will be removed from calendar until the issuer makes good on the amount of the non-payable submission and pays the accrued service charges in full.

#### TAX EXEMPT

If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the reservation request. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

#### FACILITY PROBLEMS

Prior to the event, if the responsible party has question or problems they must contact the Community Center at 262-246-6447. If there is a facility problem on the day of your event, you MUST call the Village's

on-call employee IMMEDIATELY at 414-587-1965 to notify them & resolve the issue. If you fail to contact the Community Center or the on-call employee, and a facility problem exists after your rental, you may be held responsible and a deduction may be taken from your deposit and/or invoiced for the expenses.

**SET-UP & CLEAN-UP**

The open air shelter electricity is located in the rafters of each shelter. If the use of the electricity is requested on permit application, it is the responsibility of the renter to bring a ladder & extension cords to reach the electrical outlets located in the rafters of each shelter.

Village Park outdoor water spigots are available near the shelter(s).

Village Park indoor restroom facilities are open and located in the concession stand. The Lion's Building restrooms are only opened upon request on permit application. Port-a-potties are located throughout the park for public use.

The responsibility for set-up and clean-up is assumed by the group using the facility. The person responsible must see that the procedures listed for cleaning are carried out. To receive the full deposit the responsible party must:

assume responsibility for the contents and security of the building or facility. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.

Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early the next morning to clean up. Renters must bag and remove all garbage depositing the trash or recyclables into the appropriate dumpster provided at each location.

Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean, mop or vacuum any stains, spills or debris. For Community Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

**CUSTOM QUESTIONS**

Question	Answer
Do you need the baseball fields prepped?	No
Will you be serving beer, wine or fermented beverages?	Yes
Please provide driver's license number and date of birth.	
Would you like to use electricity?	No
Do you want to set up an inflatable?	No
Do you want access to the Lion's Building restrooms?	No
Will you be selling alcoholic beverages?	No
Would you like to have water available to you?	No

**WAIVERS**

**Facility Liability Waiver**

Due Date: Aug 25, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties. This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

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

**Beer/Beverage Permit Waiver**

Due Date: Aug 25, 2016

I understand that:

Village ordinances stipulate that the consumption of beer will be allowed in any Village park/facility by permit only. Checking this section on the Park/Facility Rental Permit will request your desire for a beer/beverage permit and will inform the staff to issue/deny permission to issue a permit. All individuals requesting the beer/beverage permit must be 21 years old or older. Proof required. The issuance of the permit will be incorporated into this agreement for signature. No other documents will be issued.

Waiver Signed

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

**Statement of Liability and Understanding**

Due Date: Aug 25, 2016

The undersigned, participant (adult), parent/guardian or a designee do hereby understand that I have registered the individuals herein to participate in the aforementioned activities. I further agree to completely indemnify and hold harmless the Village of Sussex and its employees, officers and agents from and against any and all liability. I understand the requested programs, like all activity, has some inherent risk involved. Furthermore, the individuals named herein are in good physical condition appropriate for the stated activity and the participants assume full responsibility for injuries incurred while taking part in an activity. No accident insurance is provided by the Village of Sussex. I have read and agree to the registration and related policies, procedures and/or guidelines. I understand that any intentional misrepresentation about residency or age will result in removal from programming (forfeiting all fees/costs). I agree to provide proof of residency upon request. I read the enclosed and accept. By signing this, I agree to comply with the Code of Conduct policy set forth by the Village of Sussex and will accept the ramifications should I not adhere to it. By signing this form, you are stating that you understand the importance of recognizing and responding to the signs, symptoms and behaviors of a concussion or head injury and have read the Parent Concussion and Head Injury information on the Village of Sussex website. I agree that my child must be removed from practice/play if a concussion is suspected and seek medical treatment. Adult Participant, Parent/Guardian, or an Adult Designee Signature is required for this registration to be valid.

Waiver Signed

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

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

**Permit Contract**

**Sussex Recreation Department**  
 W240N5765 Maple Ave  
 Sussex, WI 53089  
 Phone: (262) 246-6447  
 FAX: (262) 246-6337  
 Email: recinfo@villagesussex.org

**Permit #1016, Approved**  
 Jan 7, 2016 4:37 PM



**Company:** Templeton Middle School  
 N59 W22490 Silver Spring Dr.  
 Sussex, WI 53089

Prepared By: Kristy Pralle

**Agent:** Rhonda Watton  
 Email: wattrh@hamilton.k12.wi.us

Work: (262) 246-6477x4525

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$125.00	\$0	\$0	\$125.00	\$400.00	\$0	\$0	\$0	\$525.00

**RESERVATIONS**

Event	Resource	Center	Notes												
Templeton Middle School Cross Country Meet Type: Special Event Attend/Qty: 900	Village Park Disc Golf Course	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--												
<table border="1"> <thead> <tr> <th>Days Requested</th> <th>Event Begins</th> <th>Duration</th> <th>Event Ends</th> </tr> </thead> <tbody> <tr> <td>Monday Sep 19, 2016</td> <td>1:30 PM</td> <td>5 hours</td> <td>Sep 19, 2016 at 6:30 PM</td> </tr> <tr> <td>Tuesday Sep 20, 2016</td> <td>1:30 PM</td> <td>5 hours</td> <td>Sep 20, 2016 at 6:30 PM</td> </tr> </tbody> </table>		Days Requested	Event Begins	Duration	Event Ends	Monday Sep 19, 2016	1:30 PM	5 hours	Sep 19, 2016 at 6:30 PM	Tuesday Sep 20, 2016	1:30 PM	5 hours	Sep 20, 2016 at 6:30 PM		
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Total Number of Dates: 2 Total Time: 10 hours		Rain date is scheduled for 9/20													

**RESERVATIONS**

Event	Resource	Center	Notes												
Templeton Middle School Cross Country Meet Type: Special Event Attend/Qty: 900	Village Park Open Space Area	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--												
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**CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Disc Golf Course Tournament Rental Fee	Templeton Middle School Cross Country Meet #1016 Village Park Disc Golf Course	\$100.00	1.00	--	\$100.00
Village Park Open Space Area	Templeton Middle School Cross Country Meet #1016 Village Park Disc Golf Course	\$25.00	1.00	--	\$25.00

**DEPOSITS**

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Special Event/Tournament Security Deposit	Templeton Middle School Cross Country Meet #1016 Village Park Disc Golf Course	\$400.00	\$0	\$0	\$0	\$400.00

**DISCLAIMERS**

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Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean, mop or vacuum any stains, spills or debris. For Community Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

: These restrooms are accessible from the outside of the building and are only available upon request.

There is no charge for access to these restrooms. Concession stand restrooms at Village Park and Armory Park and port-a-johns are available without special request at most parks. There is no charge for the use of these restroom facilities unless additional port-a-johns or additional maintenance are needed in which a fee will be determined and added to the rental.

#### CUSTOM QUESTIONS

Question	Answer
Do you need the baseball fields prepped?	No
Will you be serving beer, wine or fermented beverages?	No
Would you like to use electricity?	No
Do you want to set up an inflatable?	No
Do you want access to the Lion's Building restrooms?	Yes

Will you be selling alcoholic beverages?	No
Would you like to have water available to you?	No

### WAIVERS

#### Facility Liability Waiver

Due Date: Sep 19, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties. This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

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

#### Statement of Liability and Understanding

Due Date: Sep 19, 2016

The undersigned, participant (adult), parent/guardian or a designee do hereby understand that I have registered the individuals herein to participate in the aforementioned activities. I further agree to completely indemnify and hold harmless the Village of Sussex and its employees, officers and agents from and against any and all liability. I understand the requested programs, like all activity, has some inherent risk involved. Furthermore, the individuals named herein are in good physical condition appropriate for the stated activity and the participants assume full responsibility for injuries incurred while taking part in an activity. No accident insurance is provided by the Village of Sussex. I have read and agree to the registration and related policies, procedures and/or guidelines. I understand that any intentional misrepresentation about residency or age will result in removal from programming (forfeiting all fees/costs). I agree to provide proof of residency upon request. I read the enclosed and accept. By signing this, I agree to comply with the Code of Conduct policy set forth by the Village of Sussex and will accept the ramifications should I not adhere to it. By signing this form, you are stating that you understand the importance of recognizing and responding to the signs, symptoms and behaviors of a concussion or head injury and have read the Parent Concussion and Head Injury information on the Village of Sussex website. I agree that my child must be removed from practice/play if a concussion is suspected and seek medical treatment. Adult Participant, Parent/Guardian, or an Adult Designee Signature is required for this registration to be valid.

Waiver Signed

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

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

**Permit Contract**

**Sussex Recreation Department**  
 W240N5765 Maple Ave  
 Sussex, WI 53089  
 Phone: (262) 246-6447  
 FAX: (262) 246-6337  
 Email: recinfo@villagesussex.org

**Permit #9000835, Pending approval**  
 Jan 14, 2016 11:31 AM



**Company:** Pewaukee Sussex United Soccer Club  
 PO Box 277  
 Pewaukee, WI 53072

Customer Type: General Public  
 Prepared By: Kristy Pralle

**Agent:** Andy Berlinski  
 Email: andyberlinski@northwesternmutual.com

Home: (262) 408-8788

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$4,491.60	\$0	\$0	\$4,491.60	\$100.00	\$0	\$0	\$0	\$4,591.60

**RESERVATIONS**

Event	Resource	Center	Notes
Pewaukee Sussex United Soccer Club Type: Soccer Field Rental Attend/Qty: 0	Armory Park Soccer Fields 1-6	Armory Park W237N5930 Maple Ave. Sussex, WI 53089	--
		--	
Days Requested	Event Begins	Duration	Event Ends
Day	Date		
Monday	Apr 4, 2016	5:00 PM 3 hours	Apr 4, 2016 at 8:00 PM
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<b>Summary</b>				<b>Notes</b>
Total Number of Dates: 141				--
Total Time: 455 hours				

**RESERVATIONS**

Event		Resource		Center	Notes
Pewaukee Sussex United Soccer Club Type: Soccer Field Rental Attend/Qty: 0		Armory Park Soccer Fields 7		Armory Park W237N5930 Maple Ave. Sussex, WI 53089	--
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Friday	Oct 14, 2016	5:00 PM	3 hours	Oct 14, 2016 at 8:00 PM
Saturday	Oct 15, 2016	9:00 AM	6 hours	Oct 15, 2016 at 3:00 PM
Sunday	Oct 16, 2016	1:00 PM	2 hours	Oct 16, 2016 at 3:00 PM
Monday	Oct 17, 2016	5:00 PM	3 hours	Oct 17, 2016 at 8:00 PM
Tuesday	Oct 18, 2016	5:00 PM	3 hours	Oct 18, 2016 at 8:00 PM
Wednesday	Oct 19, 2016	5:00 PM	3 hours	Oct 19, 2016 at 8:00 PM
Thursday	Oct 20, 2016	5:00 PM	3 hours	Oct 20, 2016 at 8:00 PM
Friday	Oct 21, 2016	5:00 PM	3 hours	Oct 21, 2016 at 8:00 PM
Saturday	Oct 22, 2016	9:00 AM	6 hours	Oct 22, 2016 at 3:00 PM
Sunday	Oct 23, 2016	1:00 PM	2 hours	Oct 23, 2016 at 3:00 PM
Monday	Oct 24, 2016	5:00 PM	3 hours	Oct 24, 2016 at 8:00 PM
Tuesday	Oct 25, 2016	5:00 PM	3 hours	Oct 25, 2016 at 8:00 PM
Wednesday	Oct 26, 2016	5:00 PM	3 hours	Oct 26, 2016 at 8:00 PM
Thursday	Oct 27, 2016	5:00 PM	3 hours	Oct 27, 2016 at 8:00 PM
Friday	Oct 28, 2016	5:00 PM	3 hours	Oct 28, 2016 at 8:00 PM
Saturday	Oct 29, 2016	9:00 AM	6 hours	Oct 29, 2016 at 3:00 PM
Sunday	Oct 30, 2016	1:00 PM	2 hours	Oct 30, 2016 at 3:00 PM
Monday	Oct 31, 2016	5:00 PM	3 hours	Oct 31, 2016 at 8:00 PM
Tuesday	Nov 1, 2016	5:00 PM	3 hours	Nov 1, 2016 at 8:00 PM
Wednesday	Nov 2, 2016	5:00 PM	3 hours	Nov 2, 2016 at 8:00 PM
Thursday	Nov 3, 2016	5:00 PM	3 hours	Nov 3, 2016 at 8:00 PM
Friday	Nov 4, 2016	5:00 PM	3 hours	Nov 4, 2016 at 8:00 PM
Saturday	Nov 5, 2016	9:00 AM	6 hours	Nov 5, 2016 at 3:00 PM
Sunday	Nov 6, 2016	1:00 PM	2 hours	Nov 6, 2016 at 3:00 PM
<b>Summary</b>				<b>Notes</b>
Total Number of Dates: 141				--
Total Time: 455 hours				

**CHARGES**

Description	Event / Resource	Unit Fee	Units Tax	Charge
Soccer Fields 1-6 Rental Fees	Pewaukee Sussex United Soccer Club #9000835 Armory Park Soccer Fields 1-6	\$25.00	139.00	-- \$3,475.00
		\$5.00	139.00	-- \$695.00

Soccer Fields 7 - Rental Fees	Pewaukee Sussex United Soccer Club #9000835 Armory Park Soccer Fields 1-6					
Soccer Fields 1-6 Rental Fees	Pewaukee Sussex United Soccer Club #9000835 Armory Park Soccer Fields 1-6	\$16.75	16.00	--	\$268.00	
Soccer Fields 7 - Rental Fees	Pewaukee Sussex United Soccer Club #9000835 Armory Park Soccer Fields 1-6	\$3.35	16.00	--	\$53.60	

**DEPOSITS**

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Soccer Fields 1-6 Security Deposit	Pewaukee Sussex United Soccer Club #9000835 Armory Park Soccer Fields 1-6	\$100.00	\$0	\$0	\$0	\$100.00

**DISCLAIMERS**

**CLEAN-UP, TRASH & RECYCLABLE REMOVAL POLICY-IMPORTANT!**

**RESERVATIONS**

All organized groups shall reserve a facility, field or court before utilizing any Village of Sussex facility, field or court. An unorganized group is any group that is less than 10 people or whose participants are almost entirely family. All other groups are considered organized. To guarantee facility availability, unorganized groups must reserve the facility.

**FEES & DEPOSITS**

All fees and deposits must be paid at the time of the reservation. The deposits will be cashed at the time of the reservation and any refundable deposit will be returned after the event. Groups may make cash donations instead of payment as long as the amount of the donation is equal to or greater than the required fee and the item to be purchased does not directly relate to the groups use of park facilities. Non-profit and fund raising events are required to pay fees just like all other groups.

**LIMITS TO RESERVATION TIME**

All parks & facilities close at 11:00 p.m. Programs sponsored by the Village of Sussex take precedence over private reservations. The Village does not guarantee privacy to any group. No reservations are accepted for Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day or New Year's Day. Reservations are made for a specific time frame. Set-up and clean-up times must be included in the scheduled time. The Community Center may be used without the requirement of a rental fee (deposit required) on a weekday afternoon if available. However, the rental event must be open to the public and free of charge. To keep park facilities accessible, renters may reserve park facilities for a limit of two times a month unless otherwise allowed through permit.

**LIMITS ON USE OF FACILITIES**

Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Community Center and the Park & Facility Rental Permit process.

Smoking is prohibited inside all enclosed Village-owned public buildings. All smoking refuse must be disposed of safely & properly into the appropriate trash containers, as to not litter.

No person, except a sheriff, police officer or their deputies, or a member of the Military in the line of duty shall enter or remain in any part of a building owned, occupied or controlled by the Village of Sussex while carrying a firearm or any weapon. Violations of these prohibitions may be punishable by law.

There will be no parking on the grass; or vehicles driven on the grass, unless otherwise agreed upon & written into the permit.

Groups of young people under 18 are required to have the permit signed by a sponsoring adult who must be present during the entire duration of the rental. Additional security may be required and would be a cost incurred by the renter.

The Village is not responsible for private equipment or material used in a park facility.

All pets must be leashed and under control of its owner at all times. Clean up after your pet, deposit waste into the appropriate trash receptacles.

Charcoal must be properly disposed of in the labeled containers at Sussex Village Park.

Facility decorations may exist & must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.

All activities must follow Chapter 19 of the Village Code. All announcements, press releases, flyers, etc. related to groups using a Sussex facility must include the following statement: THIS MEETING (PROGRAM/EVENT) IS NOT SPONSORED OR ENDORSED BY THE VILLAGE OF SUSSEX.

#### ACTIVITIES REQUIRING PARK BOARD APPROVAL

Large events, overnight camping, fires not in approved grills, fundraising, driving/parking automobiles on the grass, and soliciting/selling.

#### YOUTH ORGANIZATIONS UTILIZING/RENTING PARK FACILITIES

Youth organizations within the Hamilton School District may use the Lion's Building at Village Park free of charge for weekly, biweekly, or monthly meetings with Park Board approval. All other park and recreation buildings will require the appropriate fee if rented. To be considered a youth organization, groups must consist of school aged children (examples: Boy Scouts, Girl Scouts, 4-H Club). Also, the group must have an adult supervisor at all meetings. All groups must fill out a Park/Facility Rental Permit Form at the beginning of the calendar year (January 1). Groups must pay a \$100 deposit at the time of the rental request. The deposits may be transferred to the next year upon request.

Groups/individuals may not use the building for personal use without reserving it and paying the appropriate fees. If a group is found using the building without notifying the Park and Recreation Department, they will lose their privileges to use the building. Youth organizations using the Lion's Building for regular meetings are asked to give back to the community by setting aside two days per year to help clean up the parks in the Village of Sussex. This time should be scheduled with the Director of Recreational Services at 262-246-6447.

**KEY & DEPOSIT REFUND POLICY** Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 2-4 weeks after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key must be picked up & returned to the Community Center Monday-Friday, 8:00 a.m.-5:00 p.m. Failure of the responsible party to pick up the key and village staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Community Center the next business day after the reservation, during business hours. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

**CANCELLATION POLICY** Cancellations will be issued ONLY if the department is notified in writing 30 days or more prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. If the event has been cancelled due to adverse weather conditions or rain out, the Recreation Department must be contacted within twenty-four (24) hours to inform staff of the cancellation. If possible arrangements can be made for another date, or a refund may be issued minus an administrative fee. All Village activities (i.e. youth sports, special events) supercede any outside reservation. All reservations are subject to review.

#### RETURNED CHECKS

Checks written and returned as not payable will be charged \$30 for each returned submission. Reservations will be removed from calendar until the issuer makes good on the amount of the non-payable submission and pays the accrued service charges in full.

**TAX EXEMPT**

If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the reservation request. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

**FACILITY PROBLEMS**

Prior to the event, if the responsible party has question or problems they must contact the Community Center at 262-246-6447. If there is a facility problem on the day of your event, you **MUST** call the Village's on-call employee **IMMEDIATELY** at 414-587-1965 to notify them & resolve the issue. If you fail to contact the Community Center or the on-call employee, and a facility problem exists after your rental, you may be held responsible and a deduction may be taken from your deposit and/or invoiced for the expenses.

**SET-UP & CLEAN-UP**

The open air shelter electricity is located in the rafters of each shelter. If the use of the electricity is requested on permit application, it is the responsibility of the renter to bring a ladder & extension cords to reach the electrical outlets located in the rafters of each shelter.

Village Park outdoor water spigots are available near the shelter(s).

Village Park indoor restroom facilities are open and located in the concession stand. The Lion's Building restrooms are only opened upon request on permit application. Port-a-potties are located throughout the park for public use.

The responsibility for set-up and clean-up is assumed by the group using the facility. The person responsible must see that the procedures listed for cleaning are carried out. To receive the full deposit the responsible party must:  
assume responsibility for the contents and security of the building or facility. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.

Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early the next morning to clean up. Renters must bag and remove all garbage depositing the trash or recyclables into the appropriate dumpster provided at each location.

Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean, mop or vacuum any stains, spills or debris. For Community Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

**WORKFLOW STAGES**

Description	Status	Event
Administrative Approval	In process (email sent)	Pewaukee Sussex United Soccer Club #9000835

**CUSTOM QUESTIONS**

Question	Answer
Will you be serving beer, wine or fermented beverages?	No

**WAIVERS**

**Facility Liability Waiver**

Due Date: Apr 4, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent

contractors growing out of the agreement as stated by any party or parties. This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

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

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

**Permit Contract**

**Sussex Recreation Department**  
 W240N5765 Maple Ave  
 Sussex, WI 53089  
 Phone: (262) 246-6447  
 FAX: (262) 246-6337  
 Email: recinfo@villagesussex.org

**Permit #9000836, Pending approval**  
 Jan 14, 2016 2:06 PM



**Company:** SLYBA  
 PO Box 36  
 Sussex, WI 53089

Customer Type: General Public  
 Prepared By: Kristy Pralle

**Agent:** Craig Geiger

Home: (262) 825-7667

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$575.00	\$0	\$0	\$575.00	\$400.00	\$0	\$0	\$0	\$975.00

**RESERVATIONS**

Event	Resource	Center	Notes
SLYBA Super Saturday 2016 Type: Baseball Diamond Rental - Tournament Attend/Qty: 1000	Village Park - Ball Diamond #1 South	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested	Event Begins	Duration	Event Ends
<b>Day</b> <b>Date</b>			
Saturday        Jul 23, 2016	6:00 AM	10 hours	Jul 23, 2016 at 4:00 PM
<b>Summary</b>			<b>Notes</b>
Total Number of Dates: 1			--
Total Time: 10 hours			

**RESERVATIONS**

Event	Resource	Center	Notes
SLYBA Super Saturday 2016 Type: Baseball Diamond Rental - Tournament Attend/Qty: 1000	Village Park - Ball Diamond #2 Central	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested	Event Begins	Duration	Event Ends
<b>Day</b> <b>Date</b>			
Saturday        Jul 23, 2016	6:00 AM	10 hours	Jul 23, 2016 at 4:00 PM
<b>Summary</b>			<b>Notes</b>
Total Number of Dates: 1			--
Total Time: 10 hours			

**RESERVATIONS**

Event		Resource	Center	Notes
SLYBA Super Saturday 2016 Type: Baseball Diamond Rental - Tournament Attend/Qty: 1000		Village Park - Ball Diamond #3 North	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends
Day	Date			
Saturday	Jul 23, 2016	6:00 AM	10 hours	Jul 23, 2016 at 4:00 PM
<b>Summary</b>				<b>Notes</b>
Total Number of Dates: 1				--
Total Time: 10 hours				

**RESERVATIONS**

Event		Resource	Center	Notes
SLYBA Super Saturday 2016 Type: Baseball Diamond Rental - Tournament Attend/Qty: 1000		Village Park - Hardball Diamond	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends
Day	Date			
Saturday	Jul 23, 2016	6:00 AM	10 hours	Jul 23, 2016 at 4:00 PM
<b>Summary</b>				<b>Notes</b>
Total Number of Dates: 1				--
Total Time: 10 hours				

**RESERVATIONS**

Event		Resource	Center	Notes
SLYBA Super Saturday 2016 Type: Baseball Diamond Rental - Tournament Attend/Qty: 1000		Village Park - Lighted Diamond	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends
Day	Date			
Saturday	Jul 23, 2016	6:00 AM	10 hours	Jul 23, 2016 at 4:00 PM
<b>Summary</b>				<b>Notes</b>
Total Number of Dates: 1				--
Total Time: 10 hours				

**CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Tournament Rental Fee	SLYBA Super Saturday 2016 #9000836 Village Park - Ball Diamond #1 South	\$100.00	1.00	--	\$100.00
Tournament Rental Fee		\$100.00	1.00	--	\$100.00

	SLYBA Super Saturday 2016 #9000836 Village Park - Ball Diamond #2 Central				
Tournament Rental Fee	SLYBA Super Saturday 2016 #9000836 Village Park - Ball Diamond #3 North	\$100.00	1.00	--	\$100.00
Baseball/Softball Field Preparation Fee	SLYBA Super Saturday 2016 #9000836 Village Park - Lighted Diamond	\$15.00	5.00	--	\$75.00
Tournament Rental Fee	SLYBA Super Saturday 2016 #9000836 Village Park - Lighted Diamond	\$100.00	1.00	--	\$100.00
Tournament Rental Fee	SLYBA Super Saturday 2016 #9000836 Village Park - Hardball Diamond	\$100.00	1.00	--	\$100.00

**DEPOSITS**

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Tournament Security Deposit	SLYBA Super Saturday 2016 #9000836 Village Park - Ball Diamond #1 South	\$400.00	\$0	\$0	\$0	\$400.00

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Checks written and returned as not payable will be charged \$30 for each returned submission. Reservations will be removed from calendar until the issuer makes good on the amount of the non-payable submission and pays the accrued service charges in full.

#### TAX EXEMPT

If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the reservation request. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

#### FACILITY PROBLEMS

Prior to the event, if the responsible party has question or problems they must contact the Community Center at 262-246-6447. If there is a facility problem on the day of your event, you **MUST** call the Village's on-call employee **IMMEDIATELY** at 414-587-1965 to notify them & resolve the issue. If you fail to contact the Community Center or the on-call employee, and a facility problem exists after your rental, you may be held responsible and a deduction may be taken from your deposit and/or invoiced for the expenses.

#### SET-UP & CLEAN-UP

The open air shelter electricity is located in the rafters of each shelter. If the use of the electricity is requested on permit application, it is the responsibility of the renter to bring a ladder & extension cords to reach the electrical outlets located in the rafters of each shelter.

Village Park outdoor water spigots are available near the shelter(s).

Village Park indoor restroom facilities are open and located in the concession stand. The Lion's Building restrooms are only opened upon request on permit application. Port-a-potties are located throughout the park for public use.

The responsibility for set-up and clean-up is assumed by the group using the facility. The person responsible must see that the procedures listed for cleaning are carried out. To receive the full deposit the responsible party must:

assume responsibility for the contents and security of the building or facility. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.

Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early the next morning to clean up. Renters must bag and remove all garbage depositing the trash or recyclables into the appropriate dumpster provided at each location.

Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean, mop or vacuum any stains, spills or debris. For Community Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

#### WORKFLOW STAGES

Description	Status	Event
Administrative Approval	In process (email sent)	SLYBA Super Saturday 2016 #9000836
Administrative Approval	In process (email sent)	SLYBA Super Saturday 2016 #9000836
Administrative Approval	In process (email sent)	SLYBA Super Saturday 2016 #9000836
Administrative Approval	In process (email sent)	SLYBA Super Saturday 2016 #9000836

Administrative Approval      In process (email sent)      SLYBA Super Saturday 2016 #9000836

**CUSTOM QUESTIONS**

Question	Answer
Do you need the baseball fields prepped?	Yes
What are the field preparation requirements?	They will let us know closer to the date
Will you be serving beer, wine or fermented beverages?	No
Will you be selling alcoholic beverages?	No

**WAIVERS**

**Facility Liability Waiver**

Due Date: Jul 23, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties. This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

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

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

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## MEMORANDUM

To: Sussex Park and Recreation Board

Cc: Jeremy Smith, Village Administrator

From: Sasha Snapp, Parks and Recreation Director

Re: Portable Toilets Contract

Date: January 11, 2016

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It is time to renew our contract for the rental and cleaning of the portable toilets that we use in our parks system spring through fall. The following companies have submitted a monthly price quote for 4 portable toilet facilities and 2 portable handicap toilet facilities with a weekly cleaning:

Port-A-John – Germantown, WI: \$470.00 per month including delivery

Cans To Go – Milwaukee, WI: \$560.00 per month, \$30.00 for delivery

Arnold's Environmental Services – Saukville, WI: \$576.00 per month including delivery

Number One Portables – Waukesha, WI: \$540.00, \$75.00 for delivery

Staff would like to recommend Port-a-John as our choice for portable toilets. We've used them the last several years and have been pleased with their service. In addition, their quote came with a three contract on the prices presented.