



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

**AGENDA
VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
TUESDAY, JANUARY 17, 2017
7:00 PM
SUSSEX CIVIC CENTER – COMMITTEE ROOM 2nd FLOOR
N64W23760 MAIN STREET
SUSSEX, WI 53089**

****Please note new time.****

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 15, 2016 meeting minutes.
5. Review, discussion and possible action on room rental policy and the waiver of fees for certain groups.
6. Review, discussion and possible action on Civic Center Holiday Tree lighting plan.
7. Consideration and possible action on the following rental contracts:
 - A. Circlemasters – April 1, May 13, June 3, July 1, August 5, September 9, October 10
 - B. HAWS Pet Walk – May 6
 - C. Waukesha Hurricanes – June 14 – 16
 - D. British Car Field Days – June 18
 - E. Lions Daze – July 14 - 16
 - F. Templeton Middle School Cross Country Meet – September 9

- G. Hahn/Poth Wedding – August 5
- H. Pfister Vow Renewal – August 11
- I. Antique Power Show – August 26 – 27
- J. Sussex Flag Football – September 5 – October 26

- 8. Deputy Director Report.
- 9. Director Report – Lions Club Update.
- 10. Topics for future agenda items.
- 11. Adjournment

Robert Fourness
Chairperson

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, WI
Park and Recreation Board Minutes
Tuesday, November 15, 2016

Meeting called to order at 6:30 p.m.

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

Members Absent: Anne Golding.

Also Present: Assistant Development Director Kasey Fluet and Parks & Recreation Director Sasha Darby.

Citizen Comments: None.

Consideration and possible action on the minutes from the Tuesday, October 18, 2016 meeting:
A motion was made by Stallings, seconded by Prange-Morgan to approve the minutes.

Motion carried.

Consideration and possible action on the Ancient Oaks Tree Preservation Plan. Discussion was held. The memo was presented by Fluet. She answered questions about other large wood parcels in the Village. She also explained that the developer would be transferring approximately 18 acres of land to the Village to be additional park space. This would be a greater value than the \$100,000 tree mitigation amount.

A motion was made by Tetting and seconded by Spenner to approve the tree plan as presented.

Motion carried.

The Deputy and Director Reports were given by Director Darby and discussion was held.

A motion was made by Prange-Morgan, seconded by Stallings to adjourn the meeting at 6:55 p.m.

Motion carried.

Minutes respectfully submitted by,
Sasha Darby, Parks and Recreation Director



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MEMORANDUM

To: Park Board
From: Casey Griffiths, Administrative Services Director
Re: Civic Center Room Rentals
Date: January 11, 2017

Staff was recently approached by a representative of a home owner's association. This association has typically used the Quad Room at the Library for their meetings. Per the room rental policy, as a way to recoup the costs associated with renting rooms to the public. The home owner's association was seeking to have the room rental fee potentially waived, as the Library does not charge for the use of the Quad Room. This matter was reviewed by the Village Board, in order to get an answer to the home owner's association, however the matter was tabled and no decision by the Board was made. The home owner's association ultimately decided to rent the Quad Room. In addition to the home owner's association, staff has also been approached by other organizations about the use of facilities at no charge.

In light of these requests, staff felt that it was appropriate to have a discussion at the Park Board regarding the potential to allowing groups to rent rooms with the possibility of exempting them from the room rental fees. Various groups have requested that fees be waived. In reviewing these requests staff has determined that the waiver of rental fees for certain groups may be warranted.

1. Chamber of Commerce Events: Events that are held by the Chamber typically have Village participation. The Village engages in economic and business development and the Chamber of Commerce can be considered an extension of that activity. If the Chamber were to hold events in the Civic Center, then the Village would be the sponsor of the event, in which case rental fees can be waived. Chamber events are typically held on weekdays, in the mornings or evenings. If this arrangement were acceptable, the Chamber of Commerce would like to have a written agreement to this arrangement.
2. Civic Groups: Staff has been approached by the Lioness Club to hold their blood drive at the Civic Center. They have conducted their blood drives at the National Guard Armory but have decided to move away from that facility due to accessibility issues and costs. They have also held their blood drive's at the public safety building. If this group or any other non-profit civic groups would like to rent space they are required to pay a fee. If a fee were to be waived the civic group would need to have the Village sponsor the event or partner in some way with the Village. It also may be prudent to require that the event be for community benefit.
3. Home Owner's Associations: The Committee Room, which is located next to the Board Room, is not a rentable space to the public. This could be rented to Home Owner's Associations, provided that a Village staff member, elected official or committee member was to be at the meeting to present or discuss a topic with the association, but only under this particular condition if at all. The alternative would be for these groups to utilize the Quad Room at the Library which is free.
4. Churches: There has been an inquiry from a local church about utilizing a room for an event and if fees for the rental would be waived. The use of the room would be a onetime event and not church services. Currently the Village provides a rental space to a local church for worship service. The church is charged the normal rental fees for

the rooms that it uses. The church which rents space did so at the Community Center and does not have a building. Staff is not inclined to allow fees to be waived for churches, in particular if they have their own building to host their events in.

5. Other Civic Center Users: We have not yet been approached by the Historical Society or Sussex Outreach Services for use of rooms in the building, but we assume that these groups may approach the Village at some point. Staff is not inclined to allow fees to be waived for these room rentals. Both have relatively large spaces in the building which can host events. Additionally, the Village does not engage in activities (such as economic development and working with the Chamber) that are similar to the Historical Society and S.O.S. There may be opportunities and events where we can partner, but staff is of the opinion that can be handled on a case by case basis.

Staff is seeking direction from regarding room rentals in the Civic Center from the Park Board. We would like the committee to provide some direction regarding these matters.



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MEMORANDUM

To: Park Board
From: Casey Griffiths, Administrative Services Director
Re: Civic Center Tree Lighting Plan
Date: January 11, 2017

With the construction of the Civic Center staff is seeking to have a discussion with the Park Board regarding tree lighting.

This year, the Village moved the old Holiday Tree which had been located directly east of the Old Village Hall on the Associated Bank property. Utilizing Public Works staff the tree was cut down and placed temporarily in front of the Civic Center. This was seen as a short term solution and staff is seeking direction from the Park Board on what should be done in future years with the Village's Holiday Tree. Staff has reviewed possible options moving forward regarding tree lighting and we have outlined those options below.

Option 1: Purchase a new tree every year: The tree may or may not need to be placed in the same spot every year depending upon needs, but we would probably look at having the tree generally in the same spot every year. We received a lot of positive comments regarding the placement of this year's tree. That location could be utilized very year. Of other communities we surveyed, we found that only the Village of Greendale purchases a new tree ever year. Greendale's cost includes \$125 for a 12-13 foot tree, which is picked up by their Public Works employees. The employees also wire the tree so that it does not get knocked down and put up the lights.

We have utilized David J. Frank Landscaping to install lights and decorate our tree in past years, including this year. They have quoted us a price for a 15 foot tree at \$300.00 and the cost to install at \$464.00. The cost to decorate the tree would be around \$1,000. Savings could be achieved with this option through the use of Public Works labor to pick up and install a tree and also possibly decorating the tree as well.

A non-permanent tree can be potted, but it would need to be adequately secured if that option were chosen. The tree could also be placed in a canister which is placed in the ground and is a bit more secure than if the tree is potted.

Pros of Option 1:

- Ability to change size of tree each year if needed.
- Ability to change the location of the tree if needed.
- Does not get in the way of possible events at the Civic Center during the year.
- Does not need to be maintained (long term) and no issues with short term and long term tree health.

Cons of Option 1:

- Cost to purchase the tree every year.
- Time and costs associated with delivering the tree to the Civic Center every year.
- If not secured properly the tree may tip over.

Option 2: Purchase a tree and plant it in a location

This option would have the Village purchasing and planting a tree on Village property. This could be located in the front lawn area of the Civic Center or possibly another location. The Village

would need to purchase a tree of significant size, likely around 10 feet at a minimum, to make it a viable tree. Once planted we would also need to ensure that the tree takes root which will require some care.

The lawn area in front of the Civic Campus is planned to be used for various events. Planting a tree in certain locations may not be possible, if we are trying to utilize this space as an open area for events. Thus the tree may need to be located in a more out of the way place and not in a prominent and focal area, as it was placed this year. The same options for decorating the tree would be available as were mentioned above.

Pros to Option 2:

- One time purchase price, no need to continue to purchase a tree every year.
- Tree provides additional landscaping year round at the Civic Campus
- Tree is permanently affixed to the ground, no issues with tree possibly tipping.

Cons to Option 2:

- Location of the tree may not be ideal, particularly when compared to a non-permanent tree location.
- Loss of lawn space at the front of the Civic Center property that can be used for other events throughout the year.
- Tree may not be in the most ideal location for a lighting event due to its placement.
- Large upfront cost to obtain a tree that is the adequate size.

Option 3: Have a Tree Donated

In the past the Village solicited residents to donate their evergreen trees to be used as the Village Holiday tree. A selection would be made and Public Works crews would be responsible for removing the tree from private property and bringing it to the Village Hall. We could restart this program. Communities such as Oconomowoc and Delafield do this. As stated under Option 1 & 2 decorating would be handled in a similar manner. The placement of the tree would be similar to the tree under option 1.

Pros to Option 3

- No cost for the tree, only time and labor to remove and transport tree.
- Tree can be placed in different locations in different years if needed.
- Citizens become more engaged in tree lighting through soliciting their trees for donation.

Cons to Option 3:

- Additional labor time for Public Works Crews to remove and place tree.
- Difficulty in removing tree from private property and possible liability concerns about damaging property.
- Depending upon year a tree in Sussex may not be available or the right size tree may not be available.

Location of the Tree

For our discussion, staff will have a rendering of the front lawn area of the Civic Center. We will be able to discuss possible options for location of tree and also the use of the space for other events as well as the Tree Lighting.

If you have any questions please don't hesitate to contact us.



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MEMORANDUM

To: Sussex Park and Recreation Board

Cc: Casey Griffiths, Administrative Services Director

From: Sasha Darby, Parks and Recreation Director

Re: January 17, 2017 Park Board Meeting

Date: January 13, 2017

Consideration and possible action on the following rental contracts:

- A. Circlemasters – April 1, May 13, June 3, July 1, August 5, September 9, October 10
- B. HAWS Pet Walk – May 6
- C. Waukesha Hurricanes – June 14 – 16
- D. British Car Field Days – June 18
- E. Lions Daze – July 14 - 16
- F. Templeton Middle School Cross Country Meet – September 9
- G. Hahn/Poth Wedding – August 5
- H. Pfister Vow Renewal – August 11
- I. Antique Power Show – August 26 – 27
- J. Sussex Flag Football – September 5 – October 26

Staff is looking for direction on the Antique Power Show contract as they are proposing to block the walking path in Village Park that runs behind the day care and Public Safety Building. Please see map for details.

Staff recommends approval of all contracts as presented.



Permit Contract

Sussex Parks & Recreation Department
 N64W23760 Main Street
 Sussex, WI 53089
 Phone: (262) 246-5200
 FAX: (262) 246-5222
 Email: recinfo@villagesussex.org

Permit #9001014, Pending approval

Jan 10, 2017 11:20 AM
 Expires Jan 24, 2017



Jason Nettesheim
 W242N6231 Oak.
 Sussex, WI 53089
 Email: jasonflyer38@gmail.com

Customer Type: General Public
 Prepared By: Kristy Pralle

Customer ID: 28
 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: Special Event Attend/Qty: 15 | Village Park Green Lawn Space | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- |

| Day | Days Requested | | Event Begins | Duration | Event Ends | |
|----------|----------------|------|--------------|----------|--------------|---------|
| | Date | Date | | | Date | Time |
| Saturday | Apr 1, 2017 | | 9:00 AM | 6½ hours | Apr 1, 2017 | 3:30 PM |
| Saturday | May 13, 2017 | | 9:00 AM | 6½ hours | May 13, 2017 | 3:30 PM |
| Saturday | Jun 3, 2017 | | 9:00 AM | 6½ hours | Jun 3, 2017 | 3:30 PM |
| Saturday | Jul 1, 2017 | | 11:30 AM | 6½ hours | Jul 1, 2017 | 6:00 PM |
| Saturday | Aug 5, 2017 | | 11:30 AM | 6½ hours | Aug 5, 2017 | 6:00 PM |
| Saturday | Sep 9, 2017 | | 11:30 AM | 6½ hours | Sep 9, 2017 | 6:00 PM |
| Saturday | Oct 7, 2017 | | 11:30 AM | 6½ hours | Oct 7, 2017 | 6:00 PM |

| Summary | Notes |
|--------------------------|-------|
| Total Number of Dates: 7 | -- |
| Total Time: 45½ hours | |

CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax | Charge |
|------------------------------|--|----------|-------|-----|----------|
| Village Park Open Space Area | Circle Masters Flying Club #9001014 Village Park Green Lawn Space | \$25.00 | 7.00 | -- | \$175.00 |

DEPOSITS

| Deposit Charge | Event / Resource | Charge | Tax | Amount paid | Refunds | Balance |
|---|--|----------|-----|-------------|---------|----------|
| Village Park Open Space Area Security Deposit | Circle Masters Flying Club #9001014 Village Park Green Lawn Space | \$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. 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 Sussex Civic 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 262-246-5200.

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 Sussex Civic 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 Sussex Civic 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 Sussex Civic Center at 262-246-5200. 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 Sussex Civic 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 Sussex Civic 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 #9001014 |

WAIVERS

Facility Liability Waiver

Due Date: Apr 1, 2017

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: Apr 1, 2017

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.

Sussex Parks & Recreation Department W240
N5765 Maple Ave. Sussex, WI 53089
recinfo@villagesussex.org
Email: recinfo@villagesussex.org

Methods of Payment
Visa, MasterCard, Discover Card, Other

Have Questions?
Online Registration FAQs

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Village of Sussex Parks & Recreation Department's Policies: [Terms of Use](#) | [Your Privacy Rights](#)
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Permit Contract

Sussex Parks & Recreation Department

N64W23760 Main Street
 Sussex, WI 53089
 Phone: (262) 246-5200
 FAX: (262) 246-5222
 Email: recinfo@villagesussex.org

Permit #9001011, Pending approval

Jan 10, 2017 9:45 AM
 Expires Jan 24, 2017



Prepared By: Kristy Pralle

Company: Humane Animal Welfare Society Of Waukesha (HAWS)

701 Northview Road
 Waukesha, WI 53188

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 |
|----------|-------|-----------|---------------|----------|---------------|----------------|---------|----------|
| \$470.00 | \$0 | \$0 | \$470.00 | \$100.00 | \$0 | \$0 | \$0 | \$570.00 |

RESERVATIONS

| Event | Resource | Center | Notes | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------------------------|---|------------------------|----------------|--------------|----------|------------|-----|------|--|------|----------|-------------|---------------------|------------------------|----------------|--|--|--|--------------------------|--|--|----|----------------------|--|--|--|
| HAWS Pet Walk Type: Special Event Attend/Qty: 0 | 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> <tr> <th>Day</th> <th>Date</th> <th></th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Saturday</td> <td>May 6, 2017</td> <td>6:00 AM 10 hours</td> <td>May 6, 2017 4:00 PM</td> </tr> <tr> <td colspan="4" style="text-align: center;">Summary</td> </tr> <tr> <td colspan="3">Total Number of Dates: 1</td> <td>--</td> </tr> <tr> <td colspan="3">Total Time: 10 hours</td> <td></td> </tr> </tbody> </table> | | | | Days Requested | Event Begins | Duration | Event Ends | Day | Date | | Date | Saturday | May 6, 2017 | 6:00 AM 10 hours | May 6, 2017 4:00 PM | Summary | | | | Total Number of Dates: 1 | | | -- | Total Time: 10 hours | | | |
| Days Requested | Event Begins | Duration | Event Ends | | | | | | | | | | | | | | | | | | | | | | | | |
| Day | Date | | Date | | | | | | | | | | | | | | | | | | | | | | | | |
| Saturday | May 6, 2017 | 6:00 AM 10 hours | May 6, 2017 4:00 PM | | | | | | | | | | | | | | | | | | | | | | | | |
| Summary | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Number of Dates: 1 | | | -- | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Time: 10 hours | | | | | | | | | | | | | | | | | | | | | | | | | | | |

RESERVATIONS

| Event | Resource | Center | Notes | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------------------|---|------------------------|----------------|--------------|----------|------------|-----|------|--|------|----------|-------------|---------------------|------------------------|----------------|--|--|--|--------------------------|--|--|----|----------------------|--|--|--|
| HAWS Pet Walk Type: Special Event Attend/Qty: 0 | Village Park Lion's Building | 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> <tr> <th>Day</th> <th>Date</th> <th></th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Saturday</td> <td>May 6, 2017</td> <td>6:00 AM 10 hours</td> <td>May 6, 2017 4:00 PM</td> </tr> <tr> <td colspan="4" style="text-align: center;">Summary</td> </tr> <tr> <td colspan="3">Total Number of Dates: 1</td> <td>--</td> </tr> <tr> <td colspan="3">Total Time: 10 hours</td> <td></td> </tr> </tbody> </table> | | | | Days Requested | Event Begins | Duration | Event Ends | Day | Date | | Date | Saturday | May 6, 2017 | 6:00 AM 10 hours | May 6, 2017 4:00 PM | Summary | | | | Total Number of Dates: 1 | | | -- | Total Time: 10 hours | | | |
| Days Requested | Event Begins | Duration | Event Ends | | | | | | | | | | | | | | | | | | | | | | | | |
| Day | Date | | Date | | | | | | | | | | | | | | | | | | | | | | | | |
| Saturday | May 6, 2017 | 6:00 AM 10 hours | May 6, 2017 4:00 PM | | | | | | | | | | | | | | | | | | | | | | | | |
| Summary | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Number of Dates: 1 | | | -- | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Time: 10 hours | | | | | | | | | | | | | | | | | | | | | | | | | | | |

RESERVATIONS

| Event | Resource | Center | Notes | | | | | | | | | | | | |
|---|--------------------------------------|---|------------|----------------|--------------|----------|------------|-----|------|--|------|--|--|--|--|
| HAWS Pet Walk Type: Special Event Attend/Qty: 0 | Village Park Lion's Open Air Shelter | 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> <tr> <th>Day</th> <th>Date</th> <th></th> <th>Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | | Days Requested | Event Begins | Duration | Event Ends | Day | Date | | Date | | | | |
| Days Requested | Event Begins | Duration | Event Ends | | | | | | | | | | | | |
| Day | Date | | Date | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

| | | | | | |
|--------------------------|-------------|---------|----------|--------------|---------|
| Saturday | May 6, 2017 | 6:00 AM | 10 hours | May 6, 2017 | 4:00 PM |
| Summary | | | | Notes | |
| Total Number of Dates: 1 | | | | -- | |
| Total Time: 10 hours | | | | | |

CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax | Charge |
|--|--|----------|-------|-----|----------|
| Beer/Beverage Permit Fee | HAWS Pet Walk #9001011 Village Park Lion's Building | \$15.00 | 1.00 | -- | \$15.00 |
| Disc Golf Course Tournament Rental Fee | HAWS Pet Walk #9001011 Village Park Lion's Building | \$100.00 | 1.00 | -- | \$100.00 |
| Lion's Building Rental Fee | HAWS Pet Walk #9001011 Village Park Lion's Building | \$100.00 | 1.00 | -- | \$100.00 |
| Lion's Open Air Shelter Rental Fee | HAWS Pet Walk #9001011 Village Park Lion's Building | \$155.00 | 1.00 | -- | \$155.00 |
| Lion's Open Air Shelter Table Moving Fee | HAWS Pet Walk #9001011 Village Park Lion's Building | \$100.00 | 1.00 | -- | \$100.00 |

DEPOSITS

| Deposit Charge | Event / Resource | Charge | Tax | Amount paid | Refunds | Balance |
|---|---|----------|-----|-------------|---------|----------|
| Special Event/Tournament Security Deposit | HAWS Pet Walk #9001011 Village Park Disc Golf Course | \$100.00 | \$0 | \$0 | \$0 | \$100.00 |

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. 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 Sussex Civic 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 262-246-5200.

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 Sussex Civic 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 Sussex Civic 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 Sussex Civic Center at 262-246-5200. 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 Sussex Civic 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 Sussex Civic 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) | HAWS Pet Walk #9001011 |

CUSTOM QUESTIONS

| Question | Answer |
|---|-------------------|
| Will you be serving beer, wine or fermented beverages? | Yes |
| Please provide driver's license number and date of birth. | [REDACTED] |
| Would you like to use electricity? | Yes |
| Do you want access to the Lion's Building restrooms? | Yes |
| Please specify any special setup requests you may have: | Need table set up |

WAIVERS

Facility Liability Waiver

Due Date: May 6, 2017

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 6, 2017

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 6, 2017

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.

Sussex Parks & Recreation Department W240
N5765 Maple Ave. Sussex, WI 53089
recinfo@villagesussex.org
Email: recinfo@villagesussex.org

Methods of Payment
Visa, MasterCard, Discover Card, Other

Have Questions?
Online Registration FAQs

[Terms of Use](#) | [Copyright Policy](#) | [Cookie Policy](#) | [Your Privacy Rights](#) | [Security](#)
Village of Sussex Parks & Recreation Department's Policies: [Terms of Use](#) | [Your Privacy Rights](#)
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Permit Contract

Sussex Parks & Recreation Department
 N64W23760 Main Street
 Sussex, WI 53089
 Phone: (262) 246-5200
 FAX: (262) 246-5222
 Email: recinfo@villagesussex.org

Permit #9001016, Pending approval

Jan 10, 2017 12:59 PM
 Expires Jan 24, 2017



Prepared By: Kristy Pralle

Company: Waukesha Hurricanes
 W244N6598 Grogan Dr.
 Sussex, WI 53089

Agent: Chris Kendziora
 Email: waukeshahurricanes@sbcglobal.net

Work: (262) 928-3659 Home: (414) 313-4605

| Charges | Taxes | Discounts | Total Charges | Deposits | Deposit Taxes | Total Payments | Refunds | Balance |
|------------|-------|-----------|---------------|----------|---------------|----------------|---------|------------|
| \$1,830.00 | \$0 | \$0 | \$1,830.00 | \$400.00 | \$0 | \$0 | \$0 | \$2,230.00 |

RESERVATIONS

| Event | | Resource | | Center | | Notes |
|--|--------------|-------------------------------|----------|---|----------|-------|
| Waukesha Hurricanes Softball Tournament Type: Baseball Diamond Rental - Tournament Attend/Qty: 0 | | Armory Park - Ball Diamond #1 | | Armory Park W237N5930 Maple Ave. Sussex, WI 53089 | | -- |
| Days Requested | | Event Begins | Duration | Event Ends | | |
| Day | Date | | | Date | Time | |
| Friday | Jun 16, 2017 | 7:00 AM | 15 hours | Jun 16, 2017 | 10:00 PM | |
| Saturday | Jun 17, 2017 | 7:00 AM | 15 hours | Jun 17, 2017 | 10:00 PM | |
| Sunday | Jun 18, 2017 | 7:00 AM | 15 hours | Jun 18, 2017 | 10:00 PM | |
| Summary | | | | | Notes | |
| Total Number of Dates: 3 | | | | | -- | |
| Total Time: 45 hours | | | | | | |

RESERVATIONS

| Event | | Resource | | Center | | Notes |
|--|--------------|-------------------------------|----------|---|----------|-------|
| Waukesha Hurricanes Softball Tournament Type: Baseball Diamond Rental - Tournament Attend/Qty: 0 | | Armory Park - Ball Diamond #2 | | Armory Park W237N5930 Maple Ave. Sussex, WI 53089 | | -- |
| Days Requested | | Event Begins | Duration | Event Ends | | |
| Day | Date | | | Date | Time | |
| Friday | Jun 16, 2017 | 7:00 AM | 15 hours | Jun 16, 2017 | 10:00 PM | |
| Saturday | Jun 17, 2017 | 7:00 AM | 15 hours | Jun 17, 2017 | 10:00 PM | |
| Sunday | Jun 18, 2017 | 7:00 AM | 15 hours | Jun 18, 2017 | 10:00 PM | |
| Summary | | | | | Notes | |
| Total Number of Dates: 3 | | | | | -- | |
| Total Time: 45 hours | | | | | | |

RESERVATIONS

| Event | | Resource | | Center | | Notes |
|-------|--|-------------------------------|--|--------|--|-------|
| | | Armory Park - Ball Diamond #3 | | | | -- |

| | | | | | | |
|--|--------------|---------------------|-----------------|---|-------------|--|
| Waukesha Hurricanes Softball Tournament Type: Baseball Diamond Rental - Tournament Attend/Qty: 0 | | | | Armory Park W237N5930 Maple Ave. Sussex, WI 53089 -- | | |
| Days Requested | | Event Begins | Duration | Event Ends | | |
| Day | Date | | | Date | Time | |
| Friday | Jun 16, 2017 | 7:00 AM | 15 hours | Jun 16, 2017 | 10:00 PM | |
| Saturday | Jun 17, 2017 | 7:00 AM | 15 hours | Jun 17, 2017 | 10:00 PM | |
| Sunday | Jun 18, 2017 | 7:00 AM | 15 hours | Jun 18, 2017 | 10:00 PM | |
| Summary | | | | Notes | | |
| Total Number of Dates: 3 | | | | -- | | |
| Total Time: 45 hours | | | | | | |

RESERVATIONS

| | | | | | |
|--|--------------|-------------------------------|---|-------------------|--------------|
| Event | | Resource | Center | | Notes |
| Waukesha Hurricanes Softball Tournament Type: Baseball Diamond Rental - Tournament Attend/Qty: 0 | | Armory Park - Ball Diamond #4 | Armory Park W237N5930 Maple Ave. Sussex, WI 53089 -- | | -- |
| Days Requested | | Event Begins | Duration | Event Ends | |
| Day | Date | | | Date | Time |
| Friday | Jun 16, 2017 | 7:00 AM | 15 hours | Jun 16, 2017 | 10:00 PM |
| Saturday | Jun 17, 2017 | 7:00 AM | 15 hours | Jun 17, 2017 | 10:00 PM |
| Sunday | Jun 18, 2017 | 7:00 AM | 15 hours | Jun 18, 2017 | 10:00 PM |
| Summary | | | | Notes | |
| Total Number of Dates: 3 | | | | -- | |
| Total Time: 45 hours | | | | | |

RESERVATIONS

| | | | | | |
|--|--------------|------------------------------|---|-------------------|--------------|
| Event | | Resource | Center | | Notes |
| Waukesha Hurricanes Softball Tournament Type: Baseball Diamond Rental - Tournament Attend/Qty: 0 | | Armory Park Concession Stand | Armory Park W237N5930 Maple Ave. Sussex, WI 53089 -- | | -- |
| Days Requested | | Event Begins | Duration | Event Ends | |
| Day | Date | | | Date | Time |
| Friday | Jun 16, 2017 | 7:00 AM | 15 hours | Jun 16, 2017 | 10:00 PM |
| Saturday | Jun 17, 2017 | 7:00 AM | 15 hours | Jun 17, 2017 | 10:00 PM |
| Sunday | Jun 18, 2017 | 7:00 AM | 15 hours | Jun 18, 2017 | 10:00 PM |
| Summary | | | | Notes | |
| Total Number of Dates: 3 | | | | -- | |
| Total Time: 45 hours | | | | | |

RESERVATIONS

| | | | | | |
|--|--------------|--------------------------------------|---|-------------------|--------------|
| Event | | Resource | Center | | Notes |
| Waukesha Hurricanes Softball Tournament Type: Baseball Diamond Rental - Tournament 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 | | | Date | Time |
| Friday | Jun 16, 2017 | 7:00 AM | 15 hours | Jun 16, 2017 | 10:00 PM |
| Saturday | Jun 17, 2017 | 7:00 AM | 15 hours | Jun 17, 2017 | 10:00 PM |
| Sunday | Jun 18, 2017 | 7:00 AM | 15 hours | Jun 18, 2017 | 10:00 PM |
| Summary | | | | Notes | |
| Total Number of Dates: 3 | | | | -- | |
| Total Time: 45 hours | | | | | |

CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax | Charge |
|---|--|----------|-------|-----|----------|
| Tournament Rental Fee | Waukesha Hurricanes Softball Tournament #9001016 Village Park - Ball Diamond #3 North | \$100.00 | 3.00 | -- | \$300.00 |
| Baseball/Softball Field Preparation Fee | Waukesha Hurricanes Softball Tournament #9001016 Armory Park - Ball Diamond #1 | \$15.00 | 3.00 | -- | \$45.00 |
| Tournament Rental Fee | Waukesha Hurricanes Softball Tournament #9001016 Armory Park - Ball Diamond #1 | \$100.00 | 3.00 | -- | \$300.00 |
| Baseball/Softball Field Preparation Fee | Waukesha Hurricanes Softball Tournament #9001016 Armory Park - Ball Diamond #2 | \$15.00 | 3.00 | -- | \$45.00 |
| Tournament Rental Fee | Waukesha Hurricanes Softball Tournament #9001016 Armory Park - Ball Diamond #2 | \$100.00 | 3.00 | -- | \$300.00 |
| Baseball/Softball Field Preparation Fee | Waukesha Hurricanes Softball Tournament #9001016 Armory Park - Ball Diamond #3 | \$15.00 | 3.00 | -- | \$45.00 |
| Tournament Rental Fee | Waukesha Hurricanes Softball Tournament #9001016 Armory Park - Ball Diamond #3 | \$100.00 | 3.00 | -- | \$300.00 |
| Baseball/Softball Field Preparation Fee | Waukesha Hurricanes Softball Tournament #9001016 Armory Park - Ball Diamond #4 | \$15.00 | 3.00 | -- | \$45.00 |
| Tournament Rental Fee | Waukesha Hurricanes Softball Tournament #9001016 Armory Park - Ball Diamond #4 | \$100.00 | 3.00 | -- | \$300.00 |
| Armory Concession Stand Rental Fee Non-Profit | Waukesha Hurricanes Softball Tournament #9001016 Armory Park Concession Stand | \$50.00 | 3.00 | -- | \$150.00 |

DEPOSITS

| Deposit Charge | Event / Resource | Charge | Tax | Amount paid | Refunds | Balance |
|-----------------------------|---|----------|-----|-------------|---------|----------|
| Tournament Security Deposit | Waukesha Hurricanes Softball Tournament #9001016 Armory Park - Ball Diamond #1 | \$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. 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 Sussex Civic 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 262-246-5200.

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 Sussex Civic 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 Sussex Civic 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 Sussex Civic Center at 262-246-5200. 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 Sussex Civic 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 Sussex Civic 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) | Waukesha Hurricanes Softball Tournament #9001016 |
| Administrative Approval | In process (email sent) | Waukesha Hurricanes Softball Tournament #9001016 |
| Administrative Approval | In process (email sent) | Waukesha Hurricanes Softball Tournament #9001016 |
| Administrative Approval | In process (email sent) | Waukesha Hurricanes Softball Tournament #9001016 |

CUSTOM QUESTIONS

| Question | Answer |
|--|------------------------------------|
| Do you need the baseball fields prepped? | Yes |
| What are the field preparation requirements? | A1, A2, A3 = 60'x43', A4 = 60'x40' |
| Will you be serving beer, wine or fermented beverages? | No |
| Will you be selling alcoholic beverages? | No |

WAIVERS

Facility Liability Waiver

Due Date: Jun 16, 2017

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.

Sussex Parks & Recreation Department W240
N5765 Maple Ave. Sussex, WI 53089
recinfo@villagesussex.org
Email: recinfo@villagesussex.org

Methods of Payment
Visa, MasterCard, Discover Card, Other

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Village of Sussex Parks & Recreation Department's Policies: [Terms of Use](#) | [Your Privacy Rights](#)

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Permit Contract

Sussex Parks & Recreation Department
 N64W23760 Main Street
 Sussex, WI 53089
 Phone: (262) 246-5200
 FAX: (262) 246-5222
 Email: recinfo@villagesussex.org

Permit #9001012, Pending approval

Jan 10, 2017 10:09 AM
 Expires Jan 24, 2017



Customer Type: General Public
 Prepared By: Kristy Pralle

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

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 | \$100.00 | \$0 | (\$100.00) | \$0 | \$200.00 |

RESERVATIONS

| Event | Resource | Center | Notes |
|---|-------------------------------|---|-------|
| British Car Field Day Type: Special Event Attend/Qty: 0 | Village Park Disc Golf Course | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- |

| Day | Days Requested | Date | Event Begins | Duration | Event Ends | Time |
|--------|----------------|------|--------------|----------|--------------|---------|
| Sunday | Jun 18, 2017 | | 6:00 AM | 12 hours | Jun 18, 2017 | 6:00 PM |

Summary **Notes**

Total Number of Dates: 1
Total Time: 12 hours

RESERVATIONS

| Event | Resource | Center | Notes |
|---|------------------------------|---|-------|
| British Car Field Day Type: Special Event Attend/Qty: 0 | Village Park Lion's Building | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- |

| Day | Days Requested | Date | Event Begins | Duration | Event Ends | Time |
|--------|----------------|------|--------------|----------|--------------|---------|
| Sunday | Jun 18, 2017 | | 6:00 AM | 12 hours | Jun 18, 2017 | 6:00 PM |

Summary **Notes**

Total Number of Dates: 1
Total Time: 12 hours

CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax | Charge |
|--|---|----------|-------|-----|----------|
| Lion's Building Rental Fee | British Car Field Day #9001012 Village Park Lion's Building | \$100.00 | 1.00 | -- | \$100.00 |
| Disc Golf Course Tournament Rental Fee | British Car Field Day #9001012 Village Park Disc Golf Course | \$100.00 | 1.00 | -- | \$100.00 |

DEPOSITS

| Deposit Charge | Event / Resource | Charge | Tax | Amount paid | Refunds | Balance |
|--|--|----------|-----|-------------|---------|---------|
| Disc Golf Course League Security Deposit | British Car Field Day #9001012 Village Park Lion's Building | \$100.00 | \$0 | \$100.00 | \$0 | \$0 |

Payments and Refunds

| Receipt # | Date | Charge Description | Resource Event | Payment |
|-------------|--------------|--|--|----------|
| 1010022.002 | Jan 10, 2017 | Disc Golf Course League Security Deposit | Village Park Lion's Building British Car Field Day #9001012 | \$100.00 |

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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.

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RETURNED CHECKS

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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 Sussex Civic Center at 262-246-5200. 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 Sussex Civic 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 Sussex Civic 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 #9001012 |

CUSTOM QUESTIONS

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

| | |
|--|-----|
| Do you want access to the Lion's Building restrooms? | Yes |
| Will you be selling alcoholic beverages? | No |

WAIVERS

Facility Liability Waiver

Due Date: Jun 18, 2017

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 18, 2017

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.

Sussex Parks & Recreation Department W240
N5765 Maple Ave. Sussex, WI 53089
recinfo@villagesussex.org
Email: recinfo@villagesussex.org

Methods of Payment
Visa, MasterCard, Discover Card, Other

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Permit Contract

Sussex Parks & Recreation Department

N64W23760 Main Street
 Sussex, WI 53089
 Phone: (262) 246-5200
 FAX: (262) 246-5222
 Email: recinfo@villagesussex.org

Permit #9001018, Pending approval

Jan 10, 2017 4:46 PM
 Expires Jan 24, 2017



Prepared By: Kristy Pralle

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

Agent: Rick Vodicka
 Email: rickvodicka@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 2017 Type: Special Event Attend/Qty: 0 | Village Park - Ball Diamond #1 South | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- |
| Days Requested | Event Begins | Duration | Event Ends |
| Day | Date | | Date |
| Friday | Jul 14, 2017 | 6:00 AM 17 hours | Jul 14, 2017 11:00 PM |
| Saturday | Jul 15, 2017 | 6:00 AM 17 hours | Jul 15, 2017 11:00 PM |
| Sunday | Jul 16, 2017 | 6:00 AM 17 hours | Jul 16, 2017 11:00 PM |
| Summary | | | Notes |
| Total Number of Dates: 3 | | | -- |
| Total Time: 51 hours | | | |

RESERVATIONS

| Event | Resource | Center | Notes |
|--|--|---|--------------------------|
| Lion's Daze 2017 Type: Special Event Attend/Qty: 0 | Village Park - Ball Diamond #2 Central | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- |
| Days Requested | Event Begins | Duration | Event Ends |
| Day | Date | | Date |
| Friday | Jul 14, 2017 | 6:00 AM 17 hours | Jul 14, 2017 11:00 PM |
| Saturday | Jul 15, 2017 | 6:00 AM 17 hours | Jul 15, 2017 11:00 PM |
| Sunday | Jul 16, 2017 | 6:00 AM 17 hours | Jul 16, 2017 11:00 PM |
| Summary | | | Notes |
| Total Number of Dates: 3 | | | -- |
| Total Time: 51 hours | | | |

RESERVATIONS

| Event | Resource | Center | Notes |
|-------|--------------------------------------|--------|-------|
| | Village Park - Ball Diamond #3 North | | -- |

| Lion's Daze 2017 Type: Special Event Attend/Qty: 0 | | | | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 -- | | |
|--|--------------|--------------|----------|---|--------------|--|
| Days Requested | | Event Begins | Duration | Event Ends | | |
| Day | Date | | | Date | Time | |
| Friday | Jul 14, 2017 | 6:00 AM | 17 hours | Jul 14, 2017 | 11:00 PM | |
| Saturday | Jul 15, 2017 | 6:00 AM | 17 hours | Jul 15, 2017 | 11:00 PM | |
| Sunday | Jul 16, 2017 | 6:00 AM | 17 hours | Jul 16, 2017 | 11:00 PM | |
| Summary | | | | | Notes | |
| Total Number of Dates: 3 | | | | -- | | |
| Total Time: 51 hours | | | | | | |

RESERVATIONS

| Event | | Resource | | Center | | Notes |
|--|--------------|---------------------------------|----------|---|--------------|-------|
| Lion's Daze 2017 Type: Special Event Attend/Qty: 0 | | Village Park - Hardball Diamond | | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 -- | | -- |
| Days Requested | | Event Begins | Duration | Event Ends | | |
| Day | Date | | | Date | Time | |
| Friday | Jul 14, 2017 | 6:00 AM | 17 hours | Jul 14, 2017 | 11:00 PM | |
| Saturday | Jul 15, 2017 | 6:00 AM | 17 hours | Jul 15, 2017 | 11:00 PM | |
| Sunday | Jul 16, 2017 | 6:00 AM | 17 hours | Jul 16, 2017 | 11:00 PM | |
| Summary | | | | | Notes | |
| Total Number of Dates: 3 | | | | -- | | |
| Total Time: 51 hours | | | | | | |

RESERVATIONS

| Event | | Resource | | Center | | Notes |
|--|--------------|--------------------------------|----------|---|--------------|-------|
| Lion's Daze 2017 Type: Special Event Attend/Qty: 0 | | Village Park - Lighted Diamond | | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 -- | | -- |
| Days Requested | | Event Begins | Duration | Event Ends | | |
| Day | Date | | | Date | Time | |
| Friday | Jul 14, 2017 | 6:00 AM | 17 hours | Jul 14, 2017 | 11:00 PM | |
| Saturday | Jul 15, 2017 | 6:00 AM | 17 hours | Jul 15, 2017 | 11:00 PM | |
| Sunday | Jul 16, 2017 | 6:00 AM | 17 hours | Jul 16, 2017 | 11:00 PM | |
| Summary | | | | | Notes | |
| Total Number of Dates: 3 | | | | -- | | |
| Total Time: 51 hours | | | | | | |

RESERVATIONS

| Event | | Resource | | Center | | Notes |
|--|--------------|-------------------------------|----------|---|----------|-------|
| Lion's Daze 2017 Type: Special Event Attend/Qty: 0 | | Village Park Disc Golf Course | | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 -- | | -- |
| Days Requested | | Event Begins | Duration | Event Ends | | |
| Day | Date | | | Date | Time | |
| Monday | Jul 10, 2017 | 6:00 AM | 17 hours | Jul 10, 2017 | 11:00 PM | |
| Tuesday | Jul 11, 2017 | 6:00 AM | 17 hours | Jul 11, 2017 | 11:00 PM | |
| Wednesday | Jul 12, 2017 | 6:00 AM | 17 hours | Jul 12, 2017 | 11:00 PM | |
| Thursday | Jul 13, 2017 | 6:00 AM | 17 hours | Jul 13, 2017 | 11:00 PM | |
| Friday | Jul 14, 2017 | 6:00 AM | 17 hours | Jul 14, 2017 | 11:00 PM | |
| Saturday | Jul 15, 2017 | 6:00 AM | 17 hours | Jul 15, 2017 | 11:00 PM | |
| Sunday | Jul 16, 2017 | 6:00 AM | 17 hours | Jul 16, 2017 | 11:00 PM | |

| Summary | Notes |
|---|-------|
| Total Number of Dates: 7 Total Time: 119 hours | -- |

RESERVATIONS

| Event | Resource | Center | Notes | | |
|--|--|---|----------|--------------|--------------|
| Lion's Daze 2017 Type: Special Event Attend/Qty: 0 | Village Park Early Days Open Air Shelter | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- | | |
| -- | | | | | |
| Days Requested | | Event Begins | Duration | Event Ends | Notes |
| Day | Date | | | Date | Time |
| Friday | Jul 14, 2017 | 6:00 AM | 17 hours | Jul 14, 2017 | 11:00 PM |
| Saturday | Jul 15, 2017 | 6:00 AM | 17 hours | Jul 15, 2017 | 11:00 PM |
| Sunday | Jul 16, 2017 | 6:00 AM | 17 hours | Jul 16, 2017 | 11:00 PM |
| Summary | | | | | Notes |
| Total Number of Dates: 3 | | | | | -- |
| Total Time: 51 hours | | | | | |

RESERVATIONS

| Event | Resource | Center | Notes | | |
|--|-------------------------------|---|----------|--------------|--------------|
| Lion's Daze 2017 Type: Special Event Attend/Qty: 0 | Village Park Green Lawn Space | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- | | |
| -- | | | | | |
| Days Requested | | Event Begins | Duration | Event Ends | Notes |
| Day | Date | | | Date | Time |
| Friday | Jul 14, 2017 | 6:00 AM | 17 hours | Jul 14, 2017 | 11:00 PM |
| Saturday | Jul 15, 2017 | 6:00 AM | 17 hours | Jul 15, 2017 | 11:00 PM |
| Sunday | Jul 16, 2017 | 6:00 AM | 17 hours | Jul 16, 2017 | 11:00 PM |
| Summary | | | | | Notes |
| Total Number of Dates: 3 | | | | | -- |
| Total Time: 51 hours | | | | | |

RESERVATIONS

| Event | Resource | Center | Notes | | |
|--|------------------------------|---|----------|--------------|--------------|
| Lion's Daze 2017 Type: Special Event Attend/Qty: 0 | Village Park Lion's Building | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- | | |
| -- | | | | | |
| Days Requested | | Event Begins | Duration | Event Ends | Notes |
| Day | Date | | | Date | Time |
| Wednesday | Jul 12, 2017 | 6:00 AM | 17 hours | Jul 12, 2017 | 11:00 PM |
| Thursday | Jul 13, 2017 | 6:00 AM | 17 hours | Jul 13, 2017 | 11:00 PM |
| Friday | Jul 14, 2017 | 6:00 AM | 17 hours | Jul 14, 2017 | 11:00 PM |
| Saturday | Jul 15, 2017 | 6:00 AM | 17 hours | Jul 15, 2017 | 11:00 PM |
| Sunday | Jul 16, 2017 | 6:00 AM | 17 hours | Jul 16, 2017 | 11:00 PM |
| Summary | | | | | Notes |
| Total Number of Dates: 5 | | | | | -- |
| Total Time: 85 hours | | | | | |

RESERVATIONS

| Event | Resource | Center | Notes |
|--|--------------------------------------|---|-------|
| Lion's Daze 2017 Type: Special Event Attend/Qty: 0 | Village Park Lion's Open Air Shelter | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- |
| -- | | | |
| Days Requested | Duration | Event Ends | Notes |

| Day | Date | Event Begins | | Date | Time |
|--------------------------|--------------|--------------|----------|--------------|--------------|
| Monday | Jul 10, 2017 | 6:00 AM | 17 hours | Jul 10, 2017 | 11:00 PM |
| Tuesday | Jul 11, 2017 | 6:00 AM | 17 hours | Jul 11, 2017 | 11:00 PM |
| Wednesday | Jul 12, 2017 | 6:00 AM | 17 hours | Jul 12, 2017 | 11:00 PM |
| Thursday | Jul 13, 2017 | 6:00 AM | 17 hours | Jul 13, 2017 | 11:00 PM |
| Friday | Jul 14, 2017 | 6:00 AM | 17 hours | Jul 14, 2017 | 11:00 PM |
| Saturday | Jul 15, 2017 | 6:00 AM | 17 hours | Jul 15, 2017 | 11:00 PM |
| Sunday | Jul 16, 2017 | 6:00 AM | 17 hours | Jul 16, 2017 | 11:00 PM |
| Summary | | | | | Notes |
| Total Number of Dates: 7 | | | | -- | |
| Total Time: 119 hours | | | | | |

RESERVATIONS

| Event | Resource | Center | Notes | | |
|--|-------------------------------------|---|----------|--------------|--------------|
| Lion's Daze 2017 Type: Special Event Attend/Qty: 0 | Village Park North Open Air Shelter | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- | | |
| -- | | | | | |
| Days Requested | | Event Begins | Duration | Event Ends | |
| Day | Date | | | Date | Time |
| Friday | Jul 14, 2017 | 6:00 AM | 17 hours | Jul 14, 2017 | 11:00 PM |
| Saturday | Jul 15, 2017 | 6:00 AM | 17 hours | Jul 15, 2017 | 11:00 PM |
| Sunday | Jul 16, 2017 | 6:00 AM | 17 hours | Jul 16, 2017 | 11:00 PM |
| Summary | | | | | Notes |
| Total Number of Dates: 3 | | | | -- | |
| Total Time: 51 hours | | | | | |

RESERVATIONS

| Event | Resource | Center | Notes | | |
|--|----------------------------------|---|----------|--------------|--------------|
| Lion's Daze 2017 Type: Special Event Attend/Qty: 0 | Village Park Volleyball Court #1 | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- | | |
| -- | | | | | |
| Days Requested | | Event Begins | Duration | Event Ends | |
| Day | Date | | | Date | Time |
| Saturday | Jul 15, 2017 | 6:00 AM | 17 hours | Jul 15, 2017 | 11:00 PM |
| Sunday | Jul 16, 2017 | 6:00 AM | 17 hours | Jul 16, 2017 | 11:00 PM |
| Summary | | | | | Notes |
| Total Number of Dates: 2 | | | | -- | |
| Total Time: 34 hours | | | | | |

RESERVATIONS

| Event | Resource | Center | Notes | | |
|--|----------------------------------|---|----------|--------------|--------------|
| Lion's Daze 2017 Type: Special Event Attend/Qty: 0 | Village Park Volleyball Court #2 | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- | | |
| -- | | | | | |
| Days Requested | | Event Begins | Duration | Event Ends | |
| Day | Date | | | Date | Time |
| Saturday | Jul 15, 2017 | 6:00 AM | 17 hours | Jul 15, 2017 | 11:00 PM |
| Sunday | Jul 16, 2017 | 6:00 AM | 17 hours | Jul 16, 2017 | 11:00 PM |
| Summary | | | | | Notes |
| Total Number of Dates: 2 | | | | -- | |
| Total Time: 34 hours | | | | | |

CHARGES

| Description | Unit Fee | Units | Tax | Charge |
|-------------|----------|-------|-----|--------|
|-------------|----------|-------|-----|--------|

| | Event / Resource | | | | |
|---|--|----------|------|----|------------|
| Disc Golf Course Tournament Rental Fee | Lion's Daze 2017 #9001018 Village Park Disc Golf Course | \$100.00 | 7.00 | -- | \$700.00 |
| Early Days Open Air Shelter Rental Fee | Lion's Daze 2017 #9001018 Village Park Disc Golf Course | \$55.00 | 3.00 | -- | \$165.00 |
| Lion's Building Rental Fee | Lion's Daze 2017 #9001018 Village Park Disc Golf Course | \$100.00 | 5.00 | -- | \$500.00 |
| Lion's Open Air Shelter Rental Fee | Lion's Daze 2017 #9001018 Village Park Disc Golf Course | \$155.00 | 7.00 | -- | \$1,085.00 |
| North Open Air Shelter Rental Fee | Lion's Daze 2017 #9001018 Village Park Disc Golf Course | \$80.00 | 3.00 | -- | \$240.00 |
| Village Park - Ball Diamond #1 So Rental Fee | Lion's Daze 2017 #9001018 Village Park Disc Golf Course | \$100.00 | 3.00 | -- | \$300.00 |
| Village Park - Ball Diamond #2 Ce Rental Fee | Lion's Daze 2017 #9001018 Village Park Disc Golf Course | \$100.00 | 3.00 | -- | \$300.00 |
| Village Park - Ball Diamond #3 North Rental Fee | Lion's Daze 2017 #9001018 Village Park Disc Golf Course | \$100.00 | 3.00 | -- | \$300.00 |
| Village Park - Hardball Diamond Rental Fee | Lion's Daze 2017 #9001018 Village Park Disc Golf Course | \$100.00 | 3.00 | -- | \$300.00 |
| Village Park Open Space Area | Lion's Daze 2017 #9001018 Village Park Disc Golf Course | \$25.00 | 3.00 | -- | \$75.00 |
| Village Park-Lighted Ball Diamond Rental Fee | Lion's Daze 2017 #9001018 Village Park Disc Golf Course | \$100.00 | 3.00 | -- | \$300.00 |
| Volleyball Courts Rental Fee | Lion's Daze 2017 #9001018 Village Park Disc Golf Course | \$25.00 | 4.00 | -- | \$100.00 |

DEPOSITS

| Deposit Charge | Event / Resource | Charge | Tax | Amount paid | Refunds | Balance |
|---|--|----------|-----|-------------|---------|----------|
| Special Event/Tournament Security Deposit | Lion's Daze 2017 #9001018 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. 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 Sussex Civic 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 262-246-5200.

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 Sussex Civic 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 Sussex Civic 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 Sussex Civic Center at 262-246-5200. 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 Sussex Civic 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 Sussex Civic 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.

Water is available from an outside spigot at the Lion's Building and the Lion's Den only. Fees may be invoiced at the discretion of the Village, depending on the type, size, and duration of the event.

CUSTOM QUESTIONS

| Question | Answer |
|--|--------|
| Would you like to use electricity? | Yes |
| Do you want access to the Lion's Building restrooms? | Yes |
| Will you be selling alcoholic beverages? | Yes |
| Would you like to have water available to you? | Yes |

WAIVERS

Facility Liability Waiver

Due Date: Jul 10, 2017

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 10, 2017

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 10, 2017

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 10, 2017

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.

Sussex Parks & Recreation Department W240
N5765 Maple Ave. Sussex, WI 53089
recinfo@villagesussex.org
Email: recinfo@villagesussex.org

Methods of Payment
Visa, MasterCard, Discover Card, Other

Have Questions?
Online Registration FAQs

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Village of Sussex Parks & Recreation Department's Policies: [Terms of Use](#) | [Your Privacy Rights](#)
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From: Erik Olsen
To: [Sasha Darby](#)
Cc: "[Rick Vodicka](#) "
Subject: FW: Letter
Date: Friday, January 13, 2017 8:33:29 AM

Sasha,

The Sussex Lions Club has contracted with the Sussex Area Service Club to have them help us run both Lions Daze, and our Flag Football Program. As a Sussex Area Service Club member and a Lions Daze Co-Chairman, Rick Vodicka has full authority to sign any and all contracts for Lions Daze and also Flag Football.

Also, I don't know if anyone has sent you the donated monies from 2016 that should be added to our 'Bank' with the Village that offsets our park fees, so I will include the list below. Please check and see if you have received donation amounts for recent years, and if not, please let me know what years you have NOT received that for and I will get those numbers to you as well.

2016 Donations to the Village

| | |
|---|-----------------|
| Sussex Fire- Ice Rescue Suit | \$2060 |
| Sussex Fire- Station Alarm System | \$5163 |
| Sussex Village Park - Electrical Update | \$5010 |
| Senior Bingo | \$400 |
| Senior Citizen Busing | \$1300 |
| Total | \$13,933 |

2016 Donations to the School District (50% off these donations are credited to the 'Bank')

| Donation | Total Amount | 50% to 'Bank' |
|---|---------------|---------------|
| Hamilton High School- Wrestling Equipment | \$2900 | \$1450 |
| | | |
| Total | \$2900 | \$1450 |

The total of donations to be added to the bank for 2016 is \$15,383. (13933 + 1450)

Please let me know what years you need donation info for. If you have any other questions, feel free to contact me directly.

Erik Olsen
Sussex Lions Club
414-899-8250 Cell
erik@sussexlions.org

From: Rick Vodicka [mailto:rickbvodicka@gmail.com]
Sent: Friday, January 13, 2017 7:42 AM

To: Erik Olsen
Subject: Fwd: Letter

----- Forwarded message -----

From: "Sasha Darby" <ssnapp@villagesussex.org>
Date: Jan 13, 2017 7:16 AM
Subject: Letter
To: "rickbvodicka@gmail.com" <rickbvodicka@gmail.com>
Cc:

Hi Rick,

I will need that letter I spoke about on your voicemail before I can put you on January's agenda. Can you get that to me today or should I just bump it to February? It won't affect your ability to get those dates...of course.

Thanks,

Sasha (Snapp) Darby, CPRP
Parks and Recreation Director
Village of Sussex
[\(262\) 246-5200](tel:262-246-5200)
www.villagesussex.org

CONFIDENTIALITY NOTICE:

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Permit Contract

Sussex Parks & Recreation Department
 N64W23760 Main Street
 Sussex, WI 53089
 Phone: (262) 246-5200
 FAX: (262) 246-5222
 Email: recinfo@villagesussex.org

Permit #9001013, Pending approval
 Jan 10, 2017 10:41 AM
 Expires Jan 24, 2017



Prepared By: Kristy Pralle

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

Agent: Rhonda Watton
 Email: watrh@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 | \$100.00 | \$0 | \$0 | \$0 | \$225.00 |

RESERVATIONS

| Event | Resource | Center | Notes |
|--|-------------------------------|---|-------|
| Templeton Cross Country Meet Type: Special Event Attend/Qty: 0 | Village Park Disc Golf Course | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- |

| Day | Days Requested | Date | Event Begins | Duration | Event Ends | Time |
|---------|----------------|------|--------------|----------|--------------|---------|
| Monday | Sep 18, 2017 | | 1:30 PM | 5 hours | Sep 18, 2017 | 6:30 PM |
| Tuesday | Sep 19, 2017 | | 1:30 PM | 5 hours | Sep 19, 2017 | 6:30 PM |

| Summary | Notes |
|--|-------|
| Total Number of Dates: 2 Total Time: 10 hours | -- |

CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax | Charge |
|--|--|----------|-------|-----|----------|
| Disc Golf Course Tournament Rental Fee | Templeton Cross Country Meet #9001013 Village Park Disc Golf Course | \$100.00 | 1.00 | -- | \$100.00 |
| Village Park Open Space Area | Templeton Cross Country Meet #9001013 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 Cross Country Meet #9001013 Village Park Disc Golf Course | \$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. 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 Sussex Civic 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 262-246-5200.

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 Sussex Civic 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 Sussex Civic 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 Sussex Civic Center at 262-246-5200. 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 Sussex Civic 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 Sussex Civic Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

WAIVERS

Facility Liability Waiver

Due Date: Sep 18, 2017

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 18, 2017

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.

Sussex Parks & Recreation Department W240
N5765 Maple Ave.Sussex, WI 53089
recinfo@villagesussex.org
Email: recinfo@villagesussex.org

Methods of Payment
Visa, MasterCard, Discover Card, Other

Have Questions?
Online Registration FAQs

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Permit Contract

Sussex Parks & Recreation Department

N64W23760 Main Street
 Sussex, WI 53089
 Phone: (262) 246-5200
 FAX: (262) 246-5222
 Email: recinfo@villagesussex.org

Permit #9000998, Pending approval

Jan 5, 2017 9:58 AM
 Expires Jan 19, 2017



Customer Type: General Public
 Prepared By: Kristy Pralle

Randy Hahn
 W234N7118 Flintlock Drive
 Sussex, WI 53089
 Email:

Customer ID: 16100
 Home: (414) 397-0965

| Charges | Taxes | Discounts | Total Charges | Deposits | Deposit Taxes | Total Payments | Refunds | Balance |
|----------|-------|-----------|---------------|----------|---------------|----------------|---------|----------|
| \$170.00 | \$0 | \$0 | \$170.00 | \$100.00 | \$0 | \$0 | \$0 | \$270.00 |

RESERVATIONS

| Event | Resource | Center | Notes |
|---|--------------------------------------|---|-------|
| Hahn & Poth Wedding Type: Special Event Attend/Qty: 230 | Village Park Lion's Open Air Shelter | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- |

| Day | Days Requested | Date | Event Begins | Duration | Date | Event Ends | Time | Notes |
|--------------------------|----------------|-------------|--------------|----------|-------------|------------|------|-------|
| Saturday | | Aug 5, 2017 | 8:00 AM | 15 hours | Aug 5, 2017 | 11:00 PM | | |
| Summary | | | | | | | | |
| Total Number of Dates: 1 | | | | | | | -- | |
| Total Time: 15 hours | | | | | | | | |

CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax | Charge |
|------------------------------------|--|----------|-------|-----|----------|
| Beer/Beverage Permit Fee | Hahn & Poth Wedding #9000998 Village Park Lion's Open Air Shelter | \$15.00 | 1.00 | -- | \$15.00 |
| Lion's Open Air Shelter Rental Fee | Hahn & Poth Wedding #9000998 Village Park Lion's Open Air Shelter | \$155.00 | 1.00 | -- | \$155.00 |

DEPOSITS

| Deposit Charge | Event / Resource | Charge | Tax | Amount paid | Refunds | Balance |
|--|--|----------|-----|-------------|---------|----------|
| Lion's Open Air Shelter Security Deposit | Hahn & Poth Wedding #9000998 Village Park Lion's Open Air Shelter | \$100.00 | \$0 | \$0 | \$0 | \$100.00 |

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

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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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ACTIVITIES REQUIRING PARK BOARD APPROVAL

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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 262-246-5200.

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assessed and held from the deposit. The key must be returned to the Sussex Civic 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 receptables 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 Sussex Civic Center at 262-246-5200. 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 Sussex Civic 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 Sussex Civic 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) | Hahn & Poth Wedding #9000998 |

CUSTOM QUESTIONS

| Question | Answer |
|---|----------------------------|
| Will you be serving beer, wine or fermented beverages? | Yes |
| Please provide driver's license number and date of birth. | [REDACTED] |
| Would you like to use electricity? | Yes |
| What will the electricity be used for? | amplified sound, food prep |
| Do you want access to the Lion's Building restrooms? | Yes |
| Will you be selling alcoholic beverages? | No |

WAIVERS

Facility Liability Waiver

Due Date: Aug 5, 2017

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 5, 2017

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 5, 2017

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.

Sussex Parks & Recreation Department W240
N5765 Maple Ave. Sussex, WI 53089
recinfo@villagesussex.org
Email: recinfo@villagesussex.org

Methods of Payment
Visa, MasterCard, Discover Card, Other

Have Questions?
Online Registration FAQs

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Permit Contract

Sussex Parks & Recreation Department
 N64W23760 Main Street
 Sussex, WI 53089
 Phone: (262) 246-5200
 FAX: (262) 246-5222
 Email: recinfo@villagesussex.org

Permit #9000999, Pending approval

Jan 5, 2017 10:08 AM
 Expires Jan 19, 2017



Customer Type: General Public
 Prepared By: Kristy Pralle

Meghan Pfister
 N74W23155 S Ridgeview Cir.
 Sussex, WI 53089
 Email: meghanpfister@yahoo.com

Customer ID: 12627
 Work: (262) 853-5570 Home: (262) 372-4106

| Charges | Taxes | Discounts | Total Charges | Deposits | Deposit Taxes | Total Payments | Refunds | Balance |
|----------|-------|-----------|---------------|----------|---------------|----------------|---------|----------|
| \$195.00 | \$0 | \$0 | \$195.00 | \$100.00 | \$0 | \$0 | \$0 | \$295.00 |

RESERVATIONS

| Event | Resource | Center | Notes |
|---|--------------------------------------|---|----------------------------|
| Pfister Vow Renewel Type: Special Event Attend/Qty: 125 | 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 | Date | | Date Time |
| Friday Aug 11, 2017 | 12:00 PM | 11 hours | Aug 11, 2017 11:00 PM |
| Summary | | | Notes |
| Total Number of Dates: 1 | | | -- |
| Total Time: 11 hours | | | |

RESERVATIONS

| Event | Resource | Center | Notes |
|---|-------------------------------|---|----------------------------|
| Pfister Vow Renewel Type: Special Event Attend/Qty: 0 | Village Park Green Lawn Space | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- |
| Days Requested | Event Begins | Duration | Event Ends |
| Day Date | Date | | Date Time |
| Friday Aug 11, 2017 | 12:00 PM | 11 hours | Aug 11, 2017 11:00 PM |
| Summary | | | Notes |
| Total Number of Dates: 1 | | | -- |
| Total Time: 11 hours | | | |

CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax | Charge |
|------------------------------------|--|----------|-------|-----|----------|
| Beer/Beverage Permit Fee | Pfister Vow Renewel #9000999 Village Park Lion's Open Air Shelter | \$15.00 | 1.00 | -- | \$15.00 |
| Lion's Open Air Shelter Rental Fee | Pfister Vow Renewel #9000999 Village Park Lion's Open Air Shelter | \$155.00 | 1.00 | -- | \$155.00 |
| Village Park Open Space Area | Pfister Vow Renewel #9000999 Village Park Green Lawn Space | \$25.00 | 1.00 | -- | \$25.00 |

DEPOSITS

| Deposit Charge | Event / Resource | Charge | Tax | Amount paid | Refunds | Balance |
|--|--|---------------|------------|--------------------|----------------|----------------|
| Lion's Open Air Shelter Security Deposit | Pfister Vow Renewel #9000999 Village Park Lion's Open Air Shelter | \$100.00 | \$0 | \$0 | \$0 | \$100.00 |

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. 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 Sussex Civic 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 262-246-5200.

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 Sussex Civic 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 Sussex Civic 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 Sussex Civic Center at 262-246-5200. 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 Sussex Civic 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 Sussex Civic 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) | Pfister Vow Renewel #9000999 |

CUSTOM QUESTIONS

| Question | Answer |
|---|------------|
| 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? | music |
| Do you want access to the Lion's Building restrooms? | Yes |
| Will you be selling alcoholic beverages? | No |

WAIVERS**Facility Liability Waiver**

Due Date: Aug 11, 2017

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 11, 2017

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 11, 2017

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.

Sussex Parks & Recreation Department W240
N5765 Maple Ave. Sussex, WI 53089
recinfo@villagesussex.org
Email: recinfo@villagesussex.org

Methods of Payment
Visa, MasterCard, Discover Card, Other

Have Questions?

Online Registration FAQs

[Terms of Use](#) | [Copyright Policy](#) | [Cookie Policy](#) | [Your Privacy Rights](#) | [Security](#)

Village of Sussex Parks & Recreation Department's Policies: [Terms of Use](#) | [Your Privacy Rights](#)

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Permit Contract

Sussex Parks & Recreation Department
 N64W23760 Main Street
 Sussex, WI 53089
 Phone: (262) 246-5200
 FAX: (262) 246-5222
 Email: recinfo@villagesussex.org

Permit #9001015, Pending approval

Jan 10, 2017 11:59 AM
 Expires Jan 24, 2017



Prepared By: Kristy Pralle

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

Agent: Kevin Riemer
 Email: farmall53h@yahoo.com

Home: (262) 246-3245

| Charges | Taxes | Discounts | Total Charges | Deposits | Deposit Taxes | Total Payments | Refunds | Balance |
|------------|-------|-----------|---------------|----------|---------------|----------------|---------|------------|
| \$1,450.00 | \$0 | \$0 | \$1,450.00 | \$100.00 | \$0 | \$0 | \$0 | \$1,550.00 |

RESERVATIONS

| Event | Resource | Center | Notes |
|---|--------------------------------------|---|----------|
| Sussex Antique Power Days Type: Special Event Attend/Qty: 0 | Village Park - Ball Diamond #3 North | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- |
| Days Requested | | Event Ends | |
| Day | Date | Date | Time |
| Thursday | Aug 24, 2017 | Aug 24, 2017 | 11:00 PM |
| Friday | Aug 25, 2017 | Aug 25, 2017 | 11:00 PM |
| Saturday | Aug 26, 2017 | Aug 26, 2017 | 11:00 PM |
| Sunday | Aug 27, 2017 | Aug 27, 2017 | 11:00 PM |
| Summary | | | Notes |
| Total Number of Dates: 4 | | | -- |
| Total Time: 68 hours | | | |

RESERVATIONS

| Event | Resource | Center | Notes |
|---|-------------------------------|---|----------|
| Sussex Antique Power Days Type: Special Event Attend/Qty: 0 | Village Park Disc Golf Course | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | -- |
| Days Requested | | Event Ends | |
| Day | Date | Date | Time |
| Thursday | Aug 24, 2017 | Aug 24, 2017 | 11:00 PM |
| Friday | Aug 25, 2017 | Aug 25, 2017 | 11:00 PM |
| Saturday | Aug 26, 2017 | Aug 26, 2017 | 11:00 PM |
| Sunday | Aug 27, 2017 | Aug 27, 2017 | 11:00 PM |
| Summary | | | Notes |
| Total Number of Dates: 4 | | | -- |
| Total Time: 68 hours | | | |

RESERVATIONS

| Event | | Resource | | Center | | Notes |
|---|--------------|--|----------|---|--------------|-------|
| Sussex Antique Power Days Type: Special Event Attend/Qty: 0 | | 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 | | | Date | Time | |
| Thursday | Aug 24, 2017 | 6:00 AM | 17 hours | Aug 24, 2017 | 11:00 PM | |
| Friday | Aug 25, 2017 | 6:00 AM | 17 hours | Aug 25, 2017 | 11:00 PM | |
| Saturday | Aug 26, 2017 | 6:00 AM | 17 hours | Aug 26, 2017 | 11:00 PM | |
| Sunday | Aug 27, 2017 | 6:00 AM | 17 hours | Aug 27, 2017 | 11:00 PM | |
| Summary | | | | | Notes | |
| Total Number of Dates: 4 | | | | -- | | |
| Total Time: 68 hours | | | | | | |

RESERVATIONS

| Event | | Resource | | Center | | Notes |
|---|--------------|-------------------------------|----------|---|--------------|-------|
| Sussex Antique Power Days Type: Special Event Attend/Qty: 0 | | Village Park Green Lawn Space | | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | | -- |
| | | | | -- | | |
| Days Requested | | Event Begins | Duration | Event Ends | | |
| Day | Date | | | Date | Time | |
| Thursday | Aug 24, 2017 | 6:00 AM | 17 hours | Aug 24, 2017 | 11:00 PM | |
| Friday | Aug 25, 2017 | 6:00 AM | 17 hours | Aug 25, 2017 | 11:00 PM | |
| Saturday | Aug 26, 2017 | 6:00 AM | 17 hours | Aug 26, 2017 | 11:00 PM | |
| Sunday | Aug 27, 2017 | 6:00 AM | 17 hours | Aug 27, 2017 | 11:00 PM | |
| Summary | | | | | Notes | |
| Total Number of Dates: 4 | | | | -- | | |
| Total Time: 68 hours | | | | | | |

RESERVATIONS

| Event | | Resource | | Center | | Notes |
|---|--------------|--------------------------------------|----------|---|--------------|-------|
| Sussex Antique Power Days Type: Special Event Attend/Qty: 0 | | 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 | | | Date | Time | |
| Saturday | Aug 26, 2017 | 6:00 AM | 17 hours | Aug 26, 2017 | 11:00 PM | |
| Sunday | Aug 27, 2017 | 6:00 AM | 17 hours | Aug 27, 2017 | 11:00 PM | |
| Summary | | | | | Notes | |
| Total Number of Dates: 2 | | | | -- | | |
| Total Time: 34 hours | | | | | | |

RESERVATIONS

| Event | | Resource | | Center | | Notes |
|---|--------------|-------------------------------------|----------|---|--------------|-------|
| Sussex Antique Power Days Type: Special Event Attend/Qty: 0 | | Village Park North Open Air Shelter | | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | | -- |
| | | | | -- | | |
| Days Requested | | Event Begins | Duration | Event Ends | | |
| Day | Date | | | Date | Time | |
| Thursday | Aug 24, 2017 | 6:00 AM | 17 hours | Aug 24, 2017 | 11:00 PM | |
| Friday | Aug 25, 2017 | 6:00 AM | 17 hours | Aug 25, 2017 | 11:00 PM | |
| Saturday | Aug 26, 2017 | 6:00 AM | 17 hours | Aug 26, 2017 | 11:00 PM | |
| Sunday | Aug 27, 2017 | 6:00 AM | 17 hours | Aug 27, 2017 | 11:00 PM | |
| Summary | | | | | Notes | |

Total Number of Dates: 4
Total Time: 68 hours

--

CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax | Charge |
|---|--|----------|-------|-----|----------|
| Beer/Beverage Permit Fee | Sussex Antique Power Days #9001015 Village Park - Ball Diamond #3 North | \$15.00 | 4.00 | -- | \$60.00 |
| Disc Golf Course Tournament Rental Fee | Sussex Antique Power Days #9001015 Village Park Disc Golf Course | \$100.00 | 4.00 | -- | \$400.00 |
| Early Days Open Air Shelter Rental Fee | Sussex Antique Power Days #9001015 Village Park Disc Golf Course | \$55.00 | 4.00 | -- | \$220.00 |
| Lion's Open Air Shelter Rental Fee | Sussex Antique Power Days #9001015 Village Park Disc Golf Course | \$155.00 | 2.00 | -- | \$310.00 |
| North Open Air Shelter Rental Fee | Sussex Antique Power Days #9001015 Village Park Disc Golf Course | \$80.00 | 4.00 | -- | \$320.00 |
| Village Park - Ball Diamond #3 North Rental Fee | Sussex Antique Power Days #9001015 Village Park Disc Golf Course | \$10.00 | 4.00 | -- | \$40.00 |
| Village Park Open Space Area | Sussex Antique Power Days #9001015 Village Park Disc Golf Course | \$25.00 | 4.00 | -- | \$100.00 |

DEPOSITS

| Deposit Charge | Event / Resource | Charge | Tax | Amount paid | Refunds | Balance |
|---|---|----------|-----|-------------|---------|----------|
| Special Event/Tournament Security Deposit | Sussex Antique Power Days #9001015 Village Park Disc Golf Course | \$100.00 | \$0 | \$0 | \$0 | \$100.00 |

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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 Sussex Civic Center at 262-246-5200. 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 Sussex Civic 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 Sussex Civic 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 |
| Do you want access to the Lion's Building restrooms? | Yes |
| Will you be selling alcoholic beverages? | No |

WAIVERS

Facility Liability Waiver

Due Date: Aug 24, 2017

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 24, 2017

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 24, 2017

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.

Sussex Parks & Recreation Department W240
N5765 Maple Ave. Sussex, WI 53089
recinfo@villagesussex.org
Email: recinfo@villagesussex.org

Methods of Payment
Visa, MasterCard, Discover Card, Other

Have Questions?
Online Registration FAQs

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Village of Sussex Parks & Recreation Department's Policies: [Terms of Use](#) | [Your Privacy Rights](#)
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Sign In | Create an Account



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My Cart

Permit Contract

Sussex Parks & Recreation Department
 N64W23760 Main Street
 Sussex, WI 53089
 Phone: (262) 246-5200
 FAX: (262) 246-5222
 Email: recinfo@villagesussex.org

Permit #9001017, Pending approval

Jan 10, 2017 2:58 PM
 Expires Jan 24, 2017



Prepared By: Kristy Pralle

Company: Sussex Lion's Club-FlagFootball
 PO Box 22
 Sussex, WI 53089

Agent: Erik Olson
 Email: erik@sussexlions.org

Home: (414) 899-8250

| 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 Sussex Flag Football Type: Baseball Diamond Rental Attend/Qty: 50 | | Village Park - Lighted Diamond | | Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 | | -- |
| Day | Days Requested Date | Event Begins | Duration | Event Ends Date | Time | |
| Tuesday | Sep 5, 2017 | 6:00 PM | 3 hours | Sep 5, 2017 | 9:00 PM | |
| Thursday | Sep 7, 2017 | 6:00 PM | 3 hours | Sep 7, 2017 | 9:00 PM | |
| Tuesday | Sep 12, 2017 | 6:00 PM | 3 hours | Sep 12, 2017 | 9:00 PM | |
| Thursday | Sep 14, 2017 | 6:00 PM | 3 hours | Sep 14, 2017 | 9:00 PM | |
| Tuesday | Sep 19, 2017 | 6:00 PM | 3 hours | Sep 19, 2017 | 9:00 PM | |
| Thursday | Sep 21, 2017 | 6:00 PM | 3 hours | Sep 21, 2017 | 9:00 PM | |
| Tuesday | Sep 26, 2017 | 6:00 PM | 3 hours | Sep 26, 2017 | 9:00 PM | |
| Thursday | Sep 28, 2017 | 6:00 PM | 3 hours | Sep 28, 2017 | 9:00 PM | |
| Tuesday | Oct 3, 2017 | 6:00 PM | 3 hours | Oct 3, 2017 | 9:00 PM | |
| Thursday | Oct 5, 2017 | 6:00 PM | 3 hours | Oct 5, 2017 | 9:00 PM | |
| Tuesday | Oct 10, 2017 | 6:00 PM | 3 hours | Oct 10, 2017 | 9:00 PM | |
| Thursday | Oct 12, 2017 | 6:00 PM | 3 hours | Oct 12, 2017 | 9:00 PM | |
| Tuesday | Oct 17, 2017 | 6:00 PM | 3 hours | Oct 17, 2017 | 9:00 PM | |
| Thursday | Oct 19, 2017 | 6:00 PM | 3 hours | Oct 19, 2017 | 9:00 PM | |
| Tuesday | Oct 24, 2017 | 6:00 PM | 3 hours | Oct 24, 2017 | 9:00 PM | |
| Thursday | Oct 26, 2017 | 6:00 PM | 3 hours | Oct 26, 2017 | 9:00 PM | |
| Summary | | | | | | Notes |
| Total Number of Dates: 16 | | | | | | -- |
| Total Time: 48 hours | | | | | | |

CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax | Charge |
|--------------------------------|--|----------|-------|-----|----------|
| Lighting Fee - Lighted Diamond | Lion's Sussex Flag Football #9001017 Village Park - Lighted Diamond | \$10.00 | 16.00 | -- | \$160.00 |

| | | | | | |
|--|--|---------|-------|----|----------|
| Village Park-Lighted Ball Diamond Rental Fee | Lion's Sussex Flag Football #9001017 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 Sussex Flag Football #9001017 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.

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. 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 Sussex Civic 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 262-246-5200.

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WAIVERS

Facility Liability Waiver

Due Date: Sep 5, 2017

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Sussex Parks & Recreation Department W240
N5765 Maple Ave.Sussex, WI 53089
recinfo@villagesussex.org
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Methods of Payment
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Online Registration FAQs

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