



# Application for a Special Event Permit

Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: [recinfo@villagesussex.org](mailto:recinfo@villagesussex.org)

A Special Event is defined as any event with over 200 people in attendance. Reservations must be made six weeks in advance and are subject to an approval process.

## ORGANIZATION INFORMATION - Answer all questions completely

Permit Fee \$25.00

Name of Organization: \_\_\_\_\_

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

Website: \_\_\_\_\_ Tax Exempt Number (attach proof): \_\_\_\_\_

## CONTACT INFORMATION

Event Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## EVENT INFORMATION - Answer all questions completely

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Event Hours: (include both your set-up time and clean up time) \_\_\_\_\_

### FACILITIES THAT WILL BE USED DURING EVENT:

#### Park Open Air Shelters

- \_\_\_\_\_ \$100 Deposit Required
- \_\_\_\_\_ \$155 Village Park Lion's Open Air Shelter (Cap. 240)
- \_\_\_\_\_ \$55 Village Park Early Days Open Air Shelter (Cap. 40)
- \_\_\_\_\_ \$80 Village Park North Open Air Shelter (Cap. 60)
- \_\_\_\_\_ \$55 Armory Park Open Air Shelter (Cap. 40)

#### Enclosed Facilities

- \_\_\_\_\_ \$100 Deposit Required
- \_\_\_\_\_ \$100 Village Park Lion's Building (Cap. 40)
- \_\_\_\_\_ \$50 Armory Concession Stand

#### Alcoholic Beverage Permit - see page 2 for details

- \_\_\_\_\_ \$15 Beer Permit Fee per day

#### Disc Golf & Softball - Tournaments and Leagues

- \_\_\_\_\_ \$400 Deposit Required for rental
- \_\_\_\_\_ \$100 Tournament/Closure for special event
- \_\_\_\_\_ \$25 League (3 hour period per facility per day)

#### Non-designated Field Rental/Open Space - Approval needed

- \_\_\_\_\_ \$100 Deposit Required for rental
- \_\_\_\_\_ \$25 Field Rental/Open Space (max of \$100)

#### Soccer Fields (3 hour period per rental)

- \_\_\_\_\_ \$100 Deposit Required for rental
- \_\_\_\_\_ \$25 Armory #1-6 \_\_\_\_\_ \$5 Armory #7

#### Baseball Diamonds (3 hour period per field)

- \_\_\_\_\_ \$100 Deposit Required for rental
- \_\_\_\_\_ \$10 Village Park #1 South
- \_\_\_\_\_ \$10 Village Park #2 Central
- \_\_\_\_\_ \$10 Village Park #3 North
- \_\_\_\_\_ \$10 Village Park Lighted Diamond
- \_\_\_\_\_ \$10 Lights for Lighted Diamond (fee/day)
- \_\_\_\_\_ \$10 Hardball Diamond
- \_\_\_\_\_ \$10 Armory Park #1
- \_\_\_\_\_ \$10 Armory Park #2
- \_\_\_\_\_ \$10 Armory Park #3
- \_\_\_\_\_ \$10 Armory Park #4 (T-ball/Little League)
- \_\_\_\_\_ \$15 Field Prep Per Diamond

#### Tennis Courts (fee per court)

- \_\_\_\_\_ \$10 Village Park #1
- \_\_\_\_\_ \$10 Village Park #2
- \_\_\_\_\_ \$10 Melinda Weaver #1
- \_\_\_\_\_ \$10 Melinda Weaver #2

#### Volleyball Courts (fee per court)

- \_\_\_\_\_ \$10 Village Park #1
- \_\_\_\_\_ \$10 Village Park #2
- \_\_\_\_\_ \$10 Armory Park #1

**GENERALLY DESCRIBE YOUR EVENT AND ITS PURPOSE**

**Estimated Parking Needs:** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_

**ADDITIONAL INFORMATION - Special Event Permit**

	NO	YES	ACTION TO BE TAKEN	FEE
Was a Special Event Permit ever previously approved or denied for this event?				
Will there be outdoor amplified sound?			Auto radios, portable radios, television sets, band instruments, and any musical devices must be turned low at all times so as not to be heard from a distance beyond 20 feet from the instrument, except upon written permission of the Board.	
Will alcohol be served or consumed?			\$15 Beer/Beverage Permit Fee per day	
Will alcohol be sold?			\$10 Picnic License, \$7 for each background check, \$17 for Operators License	
Are you requesting any Village street(s) to be closed to traffic?			Prepare traffic control plan in conformance with Waukesha County Sheriffs Department.	
Will items or services be sold or given away at the event?			A State Sellers permit may be required.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?			Must contact Diggers Hotline to have the area marked. Other lines may be required to be located by the Village Department of Public Works for a fee. Site plan may be required.	
Does your event include food concession, preparation areas, and/or do you intend to cook food in the event area? If so, will there be open flame cooking in booths, food trucks, or trailers?			The food vendors need to be licensed through the state.	
Will there be any temporary electrical wiring used?			Use of electricity will be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?			Indicate in your plan of operations your anticipated refuse and recycling needs.	
Do you plan to provide portable toilets at your event?			Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events.	
Does this event involve banners/signage?			\$30 Temporary Sign Permit may be required.	
Do you have a site map and plan that includes information about security and emergency services?				
Will you be having any kind of animals, performances, or amusement rides?			Must provide a certificate of insurance listing Village of Sussex as other insured.	
Will there be a clear path of travel (min 18' wide) for emergency vehicles throughout your even venue?				
Are you requesting the use of traffic safety equipment, signs or barricades?				
<b>TOTAL OF ADDITIONAL FEES</b>				

# Special Requirements

**\$15 Beer/Beverage Permit:** 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 contract for signature. No other documents 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 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.

**Birthdate** \_\_\_\_\_ **Driver's License #** \_\_\_\_\_

**Indoor Restrooms:** 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.

**Electrical Use:** Electricity is available in the rafters in the open air shelters and by the stage in the Lion's Open Air Shelter. Renter 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.

What will electricity be used for? \_\_\_\_\_

**Inflatables:** 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 naming the Village of Sussex as an additional insured. There is no charge for inflatables.

Inflatables location in park? \_\_\_\_\_

**Field Prep:** Please explain the field preparation requirements for your group(s). Define base and pitcher mound distances requested for each group. Please state whether the field preparation requests are for games or practices. If special preparation is needed for an event, there may be a charge for time and materials. Fees will be incorporated into a final agreement. Please provide specifics:

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex, as stated on page three and four of this document. 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. Upon approval, a permit will be issued to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Individuals must be a least 18 years of age to request a rental permit.

\_\_\_\_\_  
**Renter's Signature**

\_\_\_\_\_  
**Renter's Name (please print)**

\_\_\_\_\_  
**Date**

**Payment Method**  
(Check all that apply.)

\_\_\_\_ Checks Payable to:  
Village of Sussex

\_\_\_\_ Cash  
\_\_\_\_ Gift Certificate  
\_\_\_\_ Credit Card

If for any reason payment is returned as "not payable" a service fee of \$30 is charged for each returned submission. Full payment plus accrued service fees must be paid in full to become registered.

**Required Information for Credit Card Transactions (write legibly)**

**Circle One:** Visa MasterCard Discover American Express **Total Amount:** \$ \_\_\_\_\_

**Card #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

Entire **name** is it appears on the credit card (please print legibly):  
\_\_\_\_\_

I Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the Issuer.

**Signature (REQUIRED):** \_\_\_\_\_

(This portion of the form will be destroyed after transaction is complete.)

# General Rental Regulations

## **RESERVATIONS**

All organized groups shall reserve a field/court before utilizing Village of Sussex facilities. 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 facilities. Non-profit and fund raising events are required to pay fees just like all other groups. Water available from an outside faucet at the Lion's Building and the Lion's Den only. Fees may be invoice at the discretion of the Village, depend on the type, size and duration of the event.

## **LIMITS TO RESERVATION TIME**

- All parks close at 9 pm with the exception of Village Park and Armory Park which close at 11 pm. Our indoor facilities can be rented until 11 pm.
- Programs and facility needs of the Village of Sussex, Village Board/Committees, and the Pauline Haass Library/Committees take precedence over private reservations. In the event a Village need conflicts with an already approved reservation, an alternate will be provided. If that alternative does not meet the expectations of the renter, a refund will be given.
- Tenants of the Civic Campus building (i.e. SOS, Historical Society, Chamber of Commerce) will have free use of the first floor meeting room and second floor conference room.
- The Village can not guarantee privacy to any group.
- Reservations may be limited on 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 time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled rental time.
- To keep park facilities accessible, renters may reserve park facilities for a limit of two times a month unless otherwise allowed through contract.

## **LIMITS ON USE OF FACILITIES**

- Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Community Center and the Park/Facility Rental Request process.
- Smoking is prohibited inside all Village public buildings. Violations of these prohibitions may be punishable by law. All smoking refuse must be disposed of properly into the appropriate trash containers, as to not litter.
- There will be no parking on the grass or vehicles driven on the grass; unless otherwise agreed upon.
- Groups of young people under 18 are required to have the rental contract signed by a sponsoring adult who must be present during 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 Village of Sussex 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 receptacle.
- Charcoal must be properly disposed of in the labeled containers.
- Any facility decorations must not be removed. Individuals who wish to decorate may do so as long as the facility is

# General Rental Regulations

## **HOW TO APPLY**

Make your reservation online by clicking on the link on the Village of Sussex webpage at [www.villagesussex.org](http://www.villagesussex.org) to fill out the form and pay or complete the rental permit form and submit it with the required fees and deposits to the Parks and Recreation Department. The reservation must be submitted at least five (5) business days prior to the reservation date. Reservations are processed on a first-come, first-serve basis and/or with respect to the priority system that has been established. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the contract. Reservation requests for the months of January - March for enclosed facilities will be accepted the first working day in November. All other reservations can be made starting the first working day in January. Requests to hold large reoccurring special events or weddings may be submitted prior to the first working day in January, however no earlier than two years prior to the event date. These events may need approval from the Park and Recreation Board. All rental fees include Wisconsin sales tax (where applicable).

**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 30 days 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 can be picked up at the Civic Center during normal business hours. Failure of the responsible party to pick up the key and 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 Civic Center the next business day during the hours of 8:00 a.m. - 5:00 p.m. 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 Parks and 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. Rain cancellations can be rescheduled at no cost. All Village activities (i.e. youth sports, special events, special board meetings) supersede 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. Participants will be removed from reservation list until the issuer "makes good" on the amount of the returned checks 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 final signed contract. 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 day's event, contact the Sussex Civic Center at 262-246-5200. If the problem occurs the day of the event, please call the **Village's on-call employee immediately at 414-587-1965.**

## **SET-UP & CLEAN-UP**

The responsibility for set-up and clean-up is assumed by the group using the facility for all locations with the exception of an evening Board Room rental. Failure to do so will result in loss of deposit as outlined in our Deposit Refund Policy. The person responsible must see that the procedures listed for cleaning are carried out, including but not limited to the following:

- Assume responsibility for the contents and security of the building. 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 in the next morning to clean-up. Renters must bag and remove all garbage from the cans and deposit the trash and/or recyclables into the appropriate dumpsters that are provided at each location.
- Sweep the floor of the facility, wipe the tables and surfaces after use, and clean up and mop/vacuum any stains or spills. Janitorial supplies are available for use (sink, paper towels, broom, mop, etc.)