



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

AGENDA  
VILLAGE BOARD  
VILLAGE OF SUSSEX  
TUESDAY, JANUARY 24, 2017  
AT 7:00 PM  
SUSSEX CIVIC CENTER – BOARD ROOM 2<sup>nd</sup> FLOOR

Please note that the Village Board will convene in a closed session to discuss the matter(s) listed on this agenda

1. Roll call.
2. Pledge of Allegiance.
3. Consideration and possible action on minutes of the Village Board meeting held on January 10, 2017.
4. Communications
  - A. Village President Report. Report on meetings attended/up-coming, communications, and recognitions including Successfully Sussex Awards.
5. Committee Reports
  - A. Board of Fire Commissioners Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
  - B. Community Development Authority Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
  - C. Park & Recreation Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
    1. Recommendation and possible action on the ADRC of Waukesha County - Senior Dining Center contract for 2017.
    2. Recommendation 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

3. Recommendation and possible action on Holiday Tree lighting
  - D. Pauline Haass Library Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
  - E. Plan Commission Report on discussion and action taken at the previous meeting, future agenda items and upcoming scheduled meetings.
  - F. Public Safety and Welfare Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
6. Staff Reports on upcoming events, projects in process, future agenda items and scheduled meetings.
7. Comments from citizens present.
8. Old Business.
9. New Business.
  - A. Review and possible action on a rental contract with Beverly Rehfeld for use of a Civic Center room on Tuesdays beginning Jan. 31 through April 4.
10. Consideration and possible action on resignations and appointments.
11. Consideration and possible action on a motion to convene into executive session under Wis. Stats. 19.85(1)(c) when considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility with respect to annual evaluation of the Village Administrator.
12. Adjournment

Greg Goetz  
Village President

---

Jeremy Smith  
Village Administrator

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality 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. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jeremy Smith at 246-5200.

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Village Board Meeting of January 10, 2017**

The meeting was called to order at: 7:00 pm by Greg Goetz.

Members Present: Bob Zarzynski, Wendy Stallings, Pat Tetzlaff, Tim Dietrich, Matt Carran, and Greg Goetz.

Trustees excused: Lee Uecker

Others Present: Administrator Jeremy Smith, Assistant Administrator Melissa Weiss, Attorney John Macy, and Administrative Services Director Casen Griffiths.

A motion by Tetzlaff, seconded by Stallings to approve the minutes from the public hearings and Village Board Meeting held on December 13, 2016 and the Joint Plan Commission/Village Board public hearing and meeting held on December 15, 2016. Motion carried

Village President Report: President Goetz reported that Christmas Tree pick up will continue until January 31<sup>st</sup>, the Senior Advisory Committee will meet at 4:00pm on Tuesday, January 17<sup>th</sup>, the Park Board will meet at 7:00 pm on Tuesday, January 17<sup>th</sup>, the Plan Commission will meet on Thursday, January 19<sup>th</sup> at 6:30 pm.

A motion by Zarzynski, seconded by Tetzlaff to approve the December Check Register and P-card statement in the amount of \$2,015,089.55 Motion carried.

A motion by Zarzynski, seconded by Goetz to approve an Operator's License for Ann Rice. Motion carried.

A motion by Zarzynski, seconded by Carran to approve Resolution 17-01 combing wards for 2017 Elections. Motion carried.

Trustee Zarzynski recused himself from the meeting at 7:05 pm due to a potential conflict of interest.

A motion by Goetz, seconded by Tetzlaff to approved Resolution 17-02 designating public depositories and approving other financial institutions for investment. Motion carried.

Trustee Zarzynski rejoined the meeting at 7:07pm.

A motion by Zarzynski, seconded by Stallings to approve the Red Flag Rules- 2016 Annual Report. Motion carried.

A motion by Dietrich, seconded by Goetz to approve Public Works bills for payment in the amount of \$293,988.32. Motion carried.

Mrs. Weiss reported that the Village is hiring for three Park Maintenance Tech positions. The Village is advertising bids for Phase 2 of Main Street reconstruction as well as the demolition of the old Village Hall. Mr. Smith wished the Village Board a Happy New Year. Attorney Macy reported the Governor Walker had given the State of the State address earlier in the day, and there was a strong emphasis on education and workforce development. There has been discussion regarding the introduction of a new bill regarding cell phone tower regulations, the Legislature took away municipal authority of cell tower placement and there is now a bill which would bring authority back to municipalities, there are however questions regarding the bill. Mr. Griffiths reported that the State has launched their new online voter registration website and that there will be a February primary to narrow the number of candidates running for State Superintendent of Public Instruction.

Comments from Citizens Present: No one wished to be heard.

Old Business: None

A motion by Goetz, seconded by Zarzynski to approve Resolution 17-03 combining wards for the February 2017 Primary Election for State School Superintendent. Motion carried.

Consideration and possible action on resignations and appointments: None

President Goetz read the notice to convene into executive session pursuant to Wis. Stats. 19.85(1)(g) when conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved with respect to the Village of Sussex v. Town of Lisbon and the Pauline Haass Public Library.

A motion by Goetz, seconded by Zarzynski on roll call vote, motion carried unanimously.

A motion by Goetz, seconded by Zarzynski to adjourn the meeting at 7:36 p.m. Motion carried.

Respectfully Submitted,

Casen J. Griffiths  
Administrative Services Director/  
Clerk-Treasurer



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

---

## MEMORANDUM

To: Village Board  
From: Casey Griffiths, Administrative Services Director  
Re: Village Board Meeting- January 24, 2017  
Date: January 20, 2016

---

4. Village President Report. Report on meetings attended/up-coming, communications, and recognitions including Successfully Sussex Awards.

5.C.1 The Park and Recreation Board recommends approval of the ADRC of Waukesha County- Senior Dining Center contract for 2017. The enclosed contract is the annual contract which allows the senior meal program to operate in a Village building for 2017 and the terms are not changing. Please see the enclosed contract for more information.

5.C.2. The Park and Recreation Board recommend approval of the following rental contracts:

- A. British Car Field Day – July 19, 2016
- B. Circlemasters Flying Club – 1<sup>st</sup> or 2<sup>nd</sup> Saturdays, April-Oct., 2016
- C. Hamilton Volleyball 5K – July 30, 2016
- D. HAWS Pet Walk – May 7, 2016
- E. Lions Club Flag Football – Sept. 6 – Oct. 27, 2016 (Tues. & Thurs.)
- F. Lions Daze – July 11 – 17, 2016
- G. Sussex Antique Power Show – August 25 – 28, 2016
- H. Templeton Middle School Cross Country Meet – September 19, 2016
- I. Pewaukee Sussex United Soccer Club
- J. SLYBA Super Saturday Tournament – July 23, 2016

Please see the contracts for more information.

5.C.3. The Park and Recreation Board recommends approval of the holiday tree lighting plan allowing for the donation of a resident tree with the option of staff purchasing a tree in the event a donation tree cannot be secured. Three options for a tree plan were discussed with the Park Board. Option three, which is to have a tree donated from a Village resident, was selected by the Park Board. The Village had selected a Holiday tree in this manner for many years prior to the tree at Associated Bank. Staff would look to the community to solicit trees for donation sometime in the late summer or fall. There will be predetermined criteria regarding the tree size, condition and location. If there is not a tree which fits these conditions then staff would purchase a tree from a landscape company. Please see the enclosed memo from Administrative Services Director Casen Griffiths for more information.

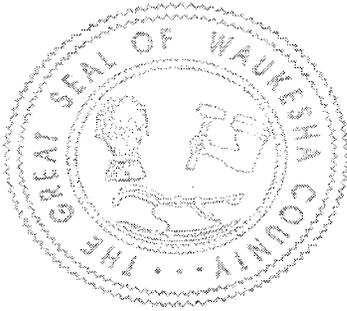
9.A. Staff recommends approval of rental contact with Beverly Rehfeld for a Finance Class at the Civic Center. Per the Village's rental policy, if an individual will be renting a space more than two times per month, Board approval is required. This contract is for the use of the Senior Dining space on Tuesday evenings for the purpose of a financial class. Staff has met

with the individual and does not have any concern regarding the rental. Please see the enclosed contract for more information.

11. The Village Board will be going into closed session for the evaluation of the Village Administrator.

Paul Farrow  
County Executive

Antwayne M. Robertson  
Director



**Waukesha**  
**County**  
DEPARTMENT OF  
HEALTH AND HUMAN SERVICES

Jeremy Smith  
Village of Sussex  
N64 W23760 Main Street  
Sussex, WI 53089

RE: Contract # 17-015

Dear Mr. Smith,

December 16, 2016

Contract 17-015 for services during 2017 with the Aging and Disability Resource Center of Waukesha County (ADRC) a division of the Waukesha County Department of Health and Human Services is enclosed for review and signature. **Signature is required on page 3 of the contract.** Please sign and return both copies to our office. A fully executed copy will be returned to you after all signatures are obtained.

Please let me know if you have any questions concerning the contract. I can be reached at telephone (262) 548-7665.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Beyer".

Jennifer Beyer  
Quality Assurance Specialist  
Programs & Projects Analyst

COOPERATIVE AGREEMENT BETWEEN  
**VILLAGE OF SUSSEX**  
AND  
AGING AND DISABILITY RESOURCE CENTER OF WAUKESHA COUNTY  
A DIVISION OF WAUKESHA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

In consideration of the mutual covenants here in The Aging and Disability Resource Center of Waukesha County (ADRC), a division of Waukesha County Department of Health and Human Services, State of Wisconsin, hereinafter known as the "Program," having offices at Human Services Center, 514 Riverview Drive, Waukesha, Wisconsin 53188 and **Village of Sussex whose business offices are located at N64W23760 Main Street, Sussex, WI 53089** hereinafter known as the "Facility," agree as follows regarding the use of **Sussex Senior Dining Center located at N64 W23760 Main Street, Sussex, Wisconsin 53089** as a facility for providing meals to elderly residents:

- I. The Facility shall provide:
  - A. Use of the dining and serving area for service of meals on **Monday, Tuesday, Wednesday, Thursday, and Friday** from 9:30 a.m. to 2:00 p.m. for elderly participants. The Program understands that these hours may need to be adjusted due to Facility programming and will be mutually agreed upon.
  - B. Payment of utility charges, except monthly charges for a separate phone and fax line.
  - C. Limited storage facilities for equipment, utensils and supplies.
  - D. The Facility shall adequately maintain the equipment, building, and grounds, including snow and ice removal as necessary.
  - E. Tables and chairs to reach the seating capacity of the room, and use of kitchen facilities.
  - F. Working smoke alarms and fire extinguishers, with assurance of regular operational checks.
  - G. Posted evacuation procedures and well lighted exit signs.
- II. The Program shall provide:
  - A. Meals, which shall be delivered and shall contain one-third minimum daily requirements for an adult as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences.
  - B. Recruiting, training, and scheduling of volunteers who shall be responsible for hosting, serving, clean-up, recordkeeping, etc., and shall follow health and

sanitation procedures. Also, set up tables for chairs and place back in storage area as needed/requested.

- C. Planning and coordination of various social and recreational activities following meal service as agreed with the approval of the Facility.

III. The Facility and the Program shall agree as follows:

- A. Meal service shall be open to all adults 60 years of age or older.
- B. Various rules and regulations regarding walk-ins may be established as necessary by the Facility in cooperation with the Program.
- C. It is understood that the parties shall each bear only that responsibility and resultant liability because of personal injury and/or property damage, which is based upon their own negligent acts or omissions. Each party will at all times during the term of this agreement, keep in force and effect general liability insurance policies as outlined below, issued by a company authorized to do business in the State of Wisconsin.

Commercial General Liability Insurance

Coverage Required:

Premises and Operations

Products and Completed Operations

Blanket Contractual Liability

Limits of Liability:

Not less than \$1,000,000 combined single limit (bodily injury and property damage)

Each shall be given ninety (90) day written notice of cancellation or non-renewal during the term of this agreement. Upon execution of this agreement, the Facility will furnish the Program with a Certificate of Insurance. In the event that any action, suit, or other proceeding is brought against either party upon any matter here included, that party shall within five (5) working days give notice to the other party of the action.

- D. As the Program is governed by Waukesha County policy and it is the policy of Waukesha County that all buildings and facilities under the control of Waukesha County be declared smoke free, therefore, during the operational hours of the Nutrition Program the space available to the Program will be declared smoke free.

IV. Miscellaneous terms:

- A. It is understood that a portion or portions of the dining area may be used for facility programs and/or activities if not required for meal service and related programs.
- B. Dish Machine:  
Waukesha County has proposed to implement reusable dishware at the Sussex Dining Center. To accomplish this:
  - a. The Program will purchase a brand new, mutually agreed-upon commercial dish machine and will assume all related costs including delivery and installation.
  - b. Upon installation, the dish machine will become the property of the Village of Sussex.
  - c. The ADRC will maintain the right to use the dish machine for regular senior meal program service, and other purposes as mutually agreed upon. If the Village of Sussex wishes to use the dish machine for any reason, the purpose and frequency of use will be discussed with the appropriate program representative.
  - d. The Village of Sussex will be under no obligation to maintain, repair, or replace the dish machine at any time.
  - e. The ADRC will use the dish machine in accordance with the manufacturer operating instructions.
  - f. If the dish machine is in need of service, The Village of Sussex and the ADRCX will mutually agree upon whether or not it is repaired or replaced and will discuss and agree upon terms of repair or replacement.

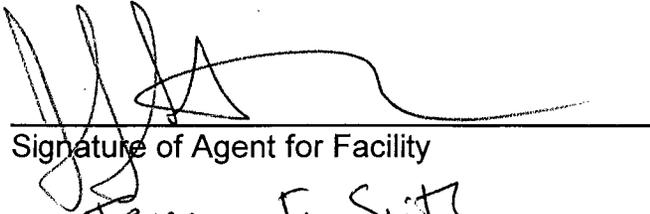
V. This agreement constitutes the entire agreement between the Facility and the Program.

VI. This agreement shall be effective as of **January 1, 2017** and ending **December 31, 2017**. However, either party may at any time during the life of the agreement terminate this agreement by giving ninety (90) days notice to the other party of the intention to do so.

In witness thereof, the parties hereto affix their hands and seals.

\_\_\_\_\_  
Antwayne Robertson  
Director, Department of Health and Human Services  
Waukesha County

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Agent for Facility

\_\_\_\_\_  
1/2/2017  
Date

\_\_\_\_\_  
Jeremy J. Smitz  
Name (Type or print)

\_\_\_\_\_  
260-246-5200  
Phone Number

\_\_\_\_\_  
Adminstrator  
Title

\_\_\_\_\_  
Sussex  
Company



**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

---

[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](#)  
© 2017 Active Network, LLC and/or its affiliates and licensors. All rights reserved.



Sign In | Create an Account



[Homepage](#)
[Programs](#)
[Park & Facility Reservations](#)
[Donations](#)
[Gift Card](#)

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](mailto: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](mailto: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="2"></td> <td><b>Summary</b></td> <td><b>Notes</b></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			<b>Summary</b>	<b>Notes</b>	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																								
		<b>Summary</b>	<b>Notes</b>																								
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="2"></td> <td><b>Summary</b></td> <td><b>Notes</b></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			<b>Summary</b>	<b>Notes</b>	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																								
		<b>Summary</b>	<b>Notes</b>																								
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> <tr> <td colspan="2"></td> <td><b>Summary</b></td> <td><b>Notes</b></td> </tr> </tbody> </table>				Days Requested	Event Begins	Duration	Event Ends	Day	Date		Date							<b>Summary</b>	<b>Notes</b>
Days Requested	Event Begins	Duration	Event Ends																
Day	Date		Date																
		<b>Summary</b>	<b>Notes</b>																

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

**CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
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.	M0006204959208; 3/12/49
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](#)  
© 2017 Active Network, LLC and/or its affiliates and licensors. All rights reserved.





**Permit Contract**

**Sussex Parks & Recreation Department**

N64W23760 Main Street  
 Sussex, WI 53089  
 Phone: (262) 246-5200  
 FAX: (262) 246-5222  
 Email: [recinfo@villagesussex.org](mailto: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](mailto: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	
<b>Summary</b>					<b>Notes</b>	
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	
<b>Summary</b>					<b>Notes</b>	
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	
<b>Summary</b>					<b>Notes</b>	
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	
<b>Summary</b>					<b>Notes</b>	
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

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](#)

© 2017 Active Network, LLC and/or its affiliates and licensors. All rights reserved.

Sign In | Create an Account



Homepage Programs Park & Facility Reservations Donations Gift Card

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 #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	--																																
<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>Time</th> </tr> </thead> <tbody> <tr> <td>Sunday</td> <td>Jun 18, 2017</td> <td>6:00 AM</td> <td>12 hours</td> </tr> <tr> <td colspan="3"></td> <td>Jun 18, 2017</td> </tr> <tr> <td colspan="3"></td> <td>6:00 PM</td> </tr> <tr> <td colspan="3"><b>Summary</b></td> <td><b>Notes</b></td> </tr> <tr> <td colspan="3">Total Number of Dates: 1</td> <td>--</td> </tr> <tr> <td colspan="3">Total Time: 12 hours</td> <td></td> </tr> </tbody> </table>				Days Requested	Event Begins	Duration	Event Ends	Day	Date		Time	Sunday	Jun 18, 2017	6:00 AM	12 hours				Jun 18, 2017				6:00 PM	<b>Summary</b>			<b>Notes</b>	Total Number of Dates: 1			--	Total Time: 12 hours			
Days Requested	Event Begins	Duration	Event Ends																																
Day	Date		Time																																
Sunday	Jun 18, 2017	6:00 AM	12 hours																																
			Jun 18, 2017																																
			6:00 PM																																
<b>Summary</b>			<b>Notes</b>																																
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	--																																
<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>Time</th> </tr> </thead> <tbody> <tr> <td>Sunday</td> <td>Jun 18, 2017</td> <td>6:00 AM</td> <td>12 hours</td> </tr> <tr> <td colspan="3"></td> <td>Jun 18, 2017</td> </tr> <tr> <td colspan="3"></td> <td>6:00 PM</td> </tr> <tr> <td colspan="3"><b>Summary</b></td> <td><b>Notes</b></td> </tr> <tr> <td colspan="3">Total Number of Dates: 1</td> <td>--</td> </tr> <tr> <td colspan="3">Total Time: 12 hours</td> <td></td> </tr> </tbody> </table>				Days Requested	Event Begins	Duration	Event Ends	Day	Date		Time	Sunday	Jun 18, 2017	6:00 AM	12 hours				Jun 18, 2017				6:00 PM	<b>Summary</b>			<b>Notes</b>	Total Number of Dates: 1			--	Total Time: 12 hours			
Days Requested	Event Begins	Duration	Event Ends																																
Day	Date		Time																																
Sunday	Jun 18, 2017	6:00 AM	12 hours																																
			Jun 18, 2017																																
			6:00 PM																																
<b>Summary</b>			<b>Notes</b>																																
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

**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)	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

Have Questions?  
Online Registration FAQs





**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	11:00 PM
Saturday	Jul 15, 2017	6:00 AM	11:00 PM
Sunday	Jul 16, 2017	6:00 AM	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	11:00 PM
Saturday	Jul 15, 2017	6:00 AM	11:00 PM
Sunday	Jul 16, 2017	6:00 AM	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	
<b>Summary</b>					<b>Notes</b>	
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	
<b>Summary</b>					<b>Notes</b>	
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	
<b>Summary</b>					<b>Notes</b>	
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
<b>Summary</b>				<b>Notes</b>	
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
<b>Summary</b>				<b>Notes</b>	
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
<b>Summary</b>				<b>Notes</b>	
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
<b>Summary</b>					<b>Notes</b>
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
<b>Summary</b>					<b>Notes</b>
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
<b>Summary</b>					<b>Notes</b>
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
<b>Summary</b>					<b>Notes</b>
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

---

[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](#)  
© 2017 Active Network, LLC and/or its affiliates and licensors. All rights reserved.



**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
<b>Total</b>	<b>\$13,933</b>

**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
<b>Total</b>	<b>\$2900</b>	<b>\$1450</b>

**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](mailto:erik@sussexlions.org)

**From:** Rick Vodicka [mailto:[rickbvodicka@gmail.com](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](mailto:ssnapp@villagesussex.org)>  
**Date:** Jan 13, 2017 7:16 AM  
**Subject:** Letter  
**To:** "[rickbvodicka@gmail.com](mailto:rickbvodicka@gmail.com)" <[rickbvodicka@gmail.com](mailto: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](http://www.villagesussex.org)

CONFIDENTIALITY NOTICE:

This e-mail, including any files transmitted with it, is the property of the Village of Sussex, Wisconsin. It is confidential and is intended solely for the use of the individual, or entity, to whom the e-mail is addressed. If you are not a named recipient, or otherwise have reason to believe that you have received this message in error, please notify the sender at [262-246-5200](tel:262-246-5200) and delete this message immediately from your computer. Any other use, retention, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited.



**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

---

[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](#)  
© 2017 Active Network, LLC and/or its affiliates and licensors. All rights reserved.







**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	--

Days Requested	Event Begins	Duration	Event Ends	Notes
Day	Date		Date	Time
Saturday	Aug 5, 2017	8:00 AM 15 hours	Aug 5, 2017	11:00 PM
<b>Summary</b>			<b>Notes</b>	
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

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)	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

---

[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](#)  
 © 2017 Active Network, LLC and/or its affiliates and licensors. All rights reserved.





**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
<b>Day</b> Aug 11, 2017	12:00 PM	11 hours	<b>Date</b> Aug 11, 2017 <b>Time</b> 11:00 PM
<b>Summary</b>			<b>Notes</b>
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
<b>Day</b> Aug 11, 2017	12:00 PM	11 hours	<b>Date</b> Aug 11, 2017 <b>Time</b> 11:00 PM
<b>Summary</b>			<b>Notes</b>
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**

<b>Deposit Charge</b>	<b>Event / Resource</b>	<b>Charge</b>	<b>Tax</b>	<b>Amount paid</b>	<b>Refunds</b>	<b>Balance</b>
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](#)  
© 2017 Active Network, LLC and/or its affiliates and licensors. All rights reserved.



Sign In | Create an Account



[Homepage](#)
[Programs](#)
[Park & Facility Reservations](#)
[Donations](#)
[Gift Card](#)

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](mailto: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](mailto: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	
<b>Summary</b>					<b>Notes</b>	
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	
<b>Summary</b>					<b>Notes</b>	
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	
<b>Summary</b>					<b>Notes</b>	
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	
<b>Summary</b>					<b>Notes</b>	

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

**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.

**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.	[REDACTED]
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

---

[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](#)  
© 2017 Active Network, LLC and/or its affiliates and licensors. All rights reserved.



— Current fence line  
- - - Proposed fence line



Entrance

Spot Car

Spectator Parking

Trailer Parking

Circlemaster's Club

Trenching

Swmill

Campground

Smell Engine

North Diamond #3

North Air Shelter

Early Days Shelter

Lions Building

Lions Shelter

Volleyball  
Volleyball

Lighted Diamond

Central Diamond #2

South Diamond #1

Hardball Diamond

Workers Entrance

27

Sign In | Create an Account



Homepage Programs Park & Facility Reservations Donations Gift Card

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		
<b>Summary</b>						<b>Notes</b>	
Total Number of Dates: 16						--	
Total Time: 48 hours							

**CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Lighting Fee - Lighted Diamond	Lion's 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.

**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 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: \_\_\_\_\_

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](#)  
© 2017 Active Network, LLC and/or its affiliates and licensors. All rights reserved.





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

---

## 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.

Sign In | Create an Account



Homepage Programs Park & Facility Reservations Donations Gift Card

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 #1294, Approved**  
 Jan 18, 2017 3:47 PM



Customer Type: General Public  
 Prepared By: Cari Kehl

Beverly Rehfeld  
 N89W25259 Highland Preserve Ct.  
 Sussex, WI 53089  
 Email: rehfelds5forone@gmail.com

Customer ID: 16198  
 Home: (262) 899-5877

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$675.00	\$0	\$0	\$675.00	\$150.00	\$0	(\$825.00)	\$0	\$0

**RESERVATIONS**

Event	Resource	Center	Notes			
Finance Class #1294 Type: Enclosed Buildings Rental Attend/Qty: 40	<i>Multiple Resources Requested</i>	Civic Center N64W23760 Main Street Sussex, WI 53089 (262) 246-5200	--			
Days Requested						
Day	Date	Event Begins	Duration	Date	Event Ends	Time
Tuesday (Senior Dining)	Jan 31, 2017	6:15 PM	2 hours	Jan 31, 2017	8:15 PM	
Tuesday (Senior Dining)	Feb 7, 2017	6:15 PM	2 hours	Feb 7, 2017	8:15 PM	
Tuesday (Senior Dining)	Feb 21, 2017	6:15 PM	2 hours	Feb 21, 2017	8:15 PM	
Tuesday (Senior Dining)	Feb 28, 2017	6:15 PM	2 hours	Feb 28, 2017	8:15 PM	
Tuesday (Senior Dining)	Mar 7, 2017	6:15 PM	2 hours	Mar 7, 2017	8:15 PM	
Tuesday (Senior Dining)	Mar 14, 2017	6:15 PM	2 hours	Mar 14, 2017	8:15 PM	
Tuesday (Senior Dining)	Mar 21, 2017	6:15 PM	2 hours	Mar 21, 2017	8:15 PM	
Tuesday (Senior Dining)	Mar 28, 2017	6:15 PM	2 hours	Mar 28, 2017	8:15 PM	
Tuesday (Library Multipurpose Room)	Apr 4, 2017	6:15 PM	2 hours	Apr 4, 2017	8:15 PM	
Summary				Notes		
Total Number of Dates: 9				--		
Total Time: 18 hours						

**CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Park & Rec Senior Dining - Hourly Add On (R)	Finance Class #1294 Library Multipurpose Room Senior Dining	\$75.00	9.00	--	\$675.00

**DEPOSITS**

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Security Deposit - General	Finance Class #1294 Senior Dining	\$150.00	\$0	\$150.00	\$0	\$0

**Payments and Refunds**

Receipt #	Date	Charge Description	Resource Event	Payment
1010072.002	Jan 18, 2017	Security Deposit - General	Senior Dining Finance Class #1294	\$150.00
1010072.002	Jan 18, 2017	Park & Rec Senior Dining - Hourly Add On (R)	Senior Dining Finance Class #1294	\$675.00

**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.).

**CUSTOM QUESTIONS**

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

**WAIVERS**

Facility Liability Waiver  
Due Date: Jan 31, 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.

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](#)  
© 2017 Active Network, LLC and/or its affiliates and licensors. All rights reserved.