



Marathon City – Administrator

311 Walnut Street PO Box 487

Marathon City, WI 54448

(715) 443-2221

Submission Date:	
Accepted By:	
Approval Date:	
Approved By:	

PARK RENTAL APPLICATION

Event Information	
Date of Event:	Event Name:
Event Coordinator Name:	
Mailing Address:	
Email Address:	
Phone Number:	Village Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No
Approximate Number of Attendees:	Time of Event:
Event Purpose:	
Will alcohol be sold at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, Picnic License is required)	
Is Street Closure Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what Street(s)?
<input type="checkbox"/> Veterans Park Facilities being used: <input type="checkbox"/> East Pavilion <input type="checkbox"/> West Pavilion and Stand <input type="checkbox"/> Bathrooms <input type="checkbox"/> Diamond Lights (\$20 charge)	
<input type="checkbox"/> Lions Park	
<input type="checkbox"/> Tower Park Facilities being used: <input type="checkbox"/> Pavilion	
Park Rental Fees	
<i>Permit Type</i>	<i>Fee</i>
Pavilion and Bathroom Rental Fee	<input type="checkbox"/> \$100.00 / Day Residents <input type="checkbox"/> \$150.00 / Day Non-Residents
West Ball Fields (Major)	<input type="checkbox"/> \$20.00 / Day Residents <input type="checkbox"/> \$25.00 / Day Non-Residents
Diamond Lights	<input type="checkbox"/> \$20.00 / Day
Security Deposit	<input type="checkbox"/> \$50.00 / Rental Day
Total Due:	

Applicant Acknowledgement

Reservations will not be secured unless the above information is complete and accurate. The Administrator or designee approves all rentals and determines any restrictions or additional fees. Any parties that wish to have fees modified/waived must submit a formal request to the Village Administrator. Any person or group wishing to request to reserve a Village facility must submit this completed contract form with appropriate fee and deposit to the Village Office. Requests will be accepted on a first-come, first served basis.

CANCELLATION — The full fee and deposit amounts will be refunded if the reserving party cancels the reservation not later than seven (7) days prior to the reservation date. Cancellations after seven (7) days prior to the reservation date will receive a refund of the full deposit and half the rental fee.

By signing below, I hereby acknowledge that I have completed the above information to the best of my knowledge, read the above information, received a copy of the Rental Rules, and will agree to all said rules and guidelines governing the use of the Village Park Shelters.

Signature:	Date:
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Rental Application Review (Office Use Only)

Is the application complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the date requested available <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is proof of insurance required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is Village named as secondary insured? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a Street Use Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will alcohol be sold during event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has picnic license been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has license been approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has a licensed operator been listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has law enforcement been contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is secondary dumpster required for event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have rental fees been paid? <input type="checkbox"/> Yes <input type="checkbox"/> No	Check #
Has security deposit been received? <input type="checkbox"/> Yes <input type="checkbox"/> No	Check #
Is rental approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has calendar been updated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Key Number Issued?	
Date Key Issued:	Date Key Returned:
Deposit Returned? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Deposit Returned: