



SPECIAL EVENT APPLICATION

To be completed in addition to Park Reservation Request

PLEASE REMEMBER THAT COMPLETION OF THIS FORM **DOES NOT** AUTHORIZE THE EVENT. ALL APPLICATIONS WILL BE REVIEWED BY THE PARK BOARD. CONTACT PERSON LISTED BELOW WILL BE NOTIFIED OF THE BOARD'S DECISION.

Date: _____ Group/Organization Name: _____
Event Name: _____ Event Date/s: _____
Contact Person: _____ Daytime Phone No: _____

Describe the event: _____

Entire Length of time in Park - including set-up and clean-up:
Start - Date: _____ Time: _____ End - Date: _____ Time: _____

Will beer, malt beverages and/or liquor be available: Yes _____ No _____
If 'yes' a copy of this application will be forwarded to the Mauston Police Department. If 'yes' it is applicant's responsibility to comply with applicable State laws and City Ordinance Chapter 26.

Will beer and/or malt beverages be sold: Yes _____ No _____
If 'yes' it is applicant's responsibility to comply with applicable State laws and to obtain the appropriate Special License as required by City Ordinance Chapter 20. Application for special license must be approved by the Mauston Common Council.

Will any other items/products be sold: Yes _____ No _____
If 'yes' it is applicant's responsibility to comply with applicable State laws and to obtain the appropriate permits as required by City Ordinance Chapter 20.

PARK USE POLICIES *Applicant - Do Not Complete Shaded Areas*

The applicant to whom a permit is issued accepts the responsibility for the care and preservation of the public property being used. It is applicant's responsibility to abide by all park use policies and to discuss any questions or concerns with appropriate City staff.

1. **Pre-event inspection:** Prior to the scheduled date of said function, applicant and the Park Board Chairperson or his/her designee shall jointly inspect and document the condition of the areas of the park to be used for the event, including but not limited to shelter, restrooms, parking, and play fields.
Inspection Date: _____ Inspection Completed by: _____
All areas inspected were found to be in good condition: Yes _____ No _____
(if 'No' document areas of concern on a separate sheet and attach)

2. **Post-event inspection:** Within ten (10) days of the end of the event, applicant and the Park Board Chair or his/her designee shall jointly inspect and document the condition of the areas of the park used for the event. Applicant agrees to take any and all steps which are necessary to return the park to pre-event condition, including, but not limited to, the clean-up of shelter, restrooms, parking, and play fields.
Inspection Date: _____ Inspection Completed by: _____

All areas inspected were found to be in good condition: Yes____ No____
(if 'No' document areas of concern on a separate sheet and attach)

3. **Security Deposit:** Applicant shall provide the City with a certified check in a minimum amount of \$500.00 as a security deposit for the use of the park. The Board of Park Commissioners reserves the right to require additional security based on the nature of the event. Security deposit shall be held until it is determined that no additional restoration work is needed. Within thirty days of the event, the City shall return to applicant any portion of the security deposit to which applicant is entitled. Twenty percent (20%) of the security deposit shall be non-refundable, such funds being used to offset administrative and maintenance expenses.

Date Certified Check Received: _____ Amount \$ _____
Amount of Security Deposit Returned: \$ _____ Date: _____

4. **Restoration and/or Repairs:** The City shall have the unchallenged authority and sole discretion to determine whether the park has been returned to pre-event conditions. If the City shall determine that the park has not been returned to pre-event condition, the City shall notify the applicant, in writing, of each violation of this agreement, and applicant shall have seven (7) days from the date of said notice to remedy each violation. If applicant does not remedy each violation within seven (7) days of the aforesaid notice, the City shall have the authority to take such steps as are necessary, including hiring outside contractors to remedy said violations. Any costs that the City incurs in remedying said violations, including but not limited to labor, materials, fuel, the cost of hiring outside contractors, administrative time, vacation time, sick leave time or other expenses, shall be deducted from the security deposit and an itemized bill will be provided to the applicant.

Total cost of restoration and/or repairs: \$ _____ (attach copies of invoices)
Date Applicant Billed: _____ City Invoice Number: _____
Date Invoice paid: _____

5. **Proof of Insurance:** Applicant agrees to provide the City with proof of adequate general liability insurance, and Workers' Compensation insurance if applicable. Insurance coverage shall be \$500,000.00 minimum. The Board of Park Commissioners reserves the right to require additional security based on the nature of the event. Applicant shall provide to the City an original certificate of insurance which shall show the City of Mauston and the Mauston Board of Park Commissioners as additionally insured on the policy covering the event. Proof of insurance shall be provided in a timely manner, but at least no later than ten (10) days prior to the event. The City of Mauston shall not be responsible to provide security for the participants or spectators involved in the event.

Date Certificate of Insurance Received: _____
City of Mauston and Board of Park Commissioners listed as additionally insured? Yes____ No____

(If 'No' Event shall not take place until such time that proof of appropriate insurance is provided)

6. **Security/Crowd Control:** Applicant shall at his own expense, hire adequate security officers to insure the safety of persons and property associated with the event, and the park grounds. The Board of Park Commissioners reserves the right to require crowd control, based on the nature of the event. Security required by the Park Board may include, but is not limited to, police, fire, ambulance. Costs for such security may be assessed to the applicant, at the discretion of the Park Board.

7. **Privately Sponsored Event:** The City of Mauston states that the above referenced event is not a City sponsored event, and individuals participating in the event are not employees, agents, or representatives of the City. The City of Mauston authorizes the use of the above referenced park for the described event, a wholly private event.

8. **Park Rules and City Ordinances:** Applicant shall abide by all park rules as outlined on the Park Reservation Form, as well as all applicable City Ordinances.

