



**RESERVATION APPLICATION
WANICK CHOUTE PARK
W4690 CASTLE DRIVE, SHERWOOD**

KEY #:	_____
RET'D:	_____
DEPOSIT:	_____
REFUND	<input type="checkbox"/>
DEDUCT:	_____

TODAY'S DATE: _____

VILLAGE RESIDENT: YES _____ NO _____

NAME: _____

NON-PROFIT ORGANIZATION*: YES _____ NO _____

ADDRESS: _____

REASON FOR USE: _____

DATE(S) REQUESTED: _____

TELEPHONE #: _____

TIME REQUESTED*: _____ TO _____

**Note: Park Hours are 7 AM to 11 PM*

FACILITY USE REQUEST		
-----TO BE COMPLETED BY OFFICE ONLY-----		
<input type="checkbox"/> WANICK PARK MAIN PAVILION <small>**SPECIAL EVENTS REQUIRE SPECIAL EVENTS FORM**</small>	\$200 DEPOSIT DATE PAID _____ CK # / CASH _____	RENTAL FEE (IN ADDITION TO DEPOSIT) <input type="checkbox"/> RESIDENT (\$75 / DAY) <input type="checkbox"/> NON-RESIDENT (\$150 / DAY) DATE PAID _____ CK # / CASH _____
<input type="checkbox"/> WANICK AMPHITHEATER <small>**SPECIAL EVENTS REQUIRE SPECIAL EVENTS FORM**</small>	\$200 DEPOSIT DATE PAID _____ CK # / CASH _____	RENTAL FEE (IN ADDITION TO DEPOSIT) <input type="checkbox"/> RESIDENT (\$100 / 4 HOURS) <input type="checkbox"/> NON-RESIDENT (\$300 / 4 HOURS) DATE PAID _____ CK # / CASH _____
<input type="checkbox"/> FARMERS MARKET STALL (10 X 10)	DAILY FLAT FEE \$15	DATE PAID _____ CK # / CASH _____
SPORTS VENUE USE REQUEST		
-----TO BE COMPLETED BY OFFICE ONLY-----		
<input type="checkbox"/> BASEBALL FIELD <input type="checkbox"/> BASKETBALL COURT <input type="checkbox"/> SOCCER FIELD <input type="checkbox"/> TENNIS COURT	RATE PER FIELD <input type="checkbox"/> RESIDENT - \$10 / HOUR <input type="checkbox"/> NON-RESIDENT - \$30 / HOUR	# FIELD(S) _____ x TOTAL HOURS _____ COST FOR RENTAL \$ _____ DATE PAID _____ CK # / CASH _____

FOR FACILITY USE REQUESTS: Deposit is required at time of application. Deposit will be refunded in full amount if reservation is canceled at least 30 DAYS PRIOR TO DATE OF PROPOSED EVENT. Deposit is held until key is returned and Village employees verify facility is properly cleaned/taken care of after use. Possible forfeiture of deposit and/or future use may occur if Village employees must clean and/or rearrange furniture after scheduled use, or if property is damaged. **All deposits may take up to two (2) weeks to return, which will be refunded in a form of a check.** Sign out key at Village office no earlier than two business days prior to the event. The key shall be returned to the Village office or dropped in the payment box outside the office door the first business day following the event. Users will have \$10 per day deducted from the deposit for late key returns. Village office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday, excluding holidays. **THE VILLAGE OFFICE IS NOT OPEN ON SATURDAY OR SUNDAY.** If through your fault, a Village employee is called into work afterhours or on a weekend; your security deposit will be forfeited. **For immediate assistance, please contact the non-emergency Calumet County Sheriff's Dept. at (920) 849-2335.**

ALL WANICK PARK RENTALS: THE FACILITY USER agrees to defend, protect, indemnify and hold harmless the VILLAGE OF SHERWOOD against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of their agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE. Please refer to additional Wanick Park FACILITY RULES/REGULATIONS and SPORTS VENUE RULES/REGULATIONS for further instructions on maintaining space(s).

Additionally, the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named for any claim or cause of action whatsoever arising out of the above mentioned ACTIVITY OR USAGE which takes place during the above identified DATE(S) OF ACTIVITY OR USAGE that is brought against the VILLAGE OF SHERWOOD by the above named FACILITY USER or any AGENT OF SAID USER whether such claim arises from the alleged negligence of the VILLAGE OF SHERWOOD, its employees or agents or FACILITY USER'S negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

** For "bona fide" non-profit organizations a \$200 deposit is required. When signing this agreement the applicant understands and agrees to abide that: every year all keys shall be returned to the Village office at the conclusion of the requested scheduled date(s) provided for respective program, no exception. This agreement includes storage keys used by authorized personnel.*

The applicant signing this agreement will be held responsible for all damages and cleaning. Users shall comply with rules and procedures as outlined on the reverse side of this agreement. *The Village of Sherwood has the right to accept or deny any application.*

APPLICATION APPROVED BY: _____

SIGNATURE OF APPLICANT: _____

WANICK CHOUTE PARK/PAVILION GENERAL RULES

- Entire area must be kept neat, clean and safe. Provide your own cleaning supplies.
- Permits are required for public functions; you may contact the Village Clerk to obtain them.
- *Park hours: 7 am to 11 pm*
- *Motor vehicles are strictly prohibited on lawn and trails.*
- **Decorations:** *Feel free to decorate your rented park building. However, please use only fireproof decorations and affix them with masking tape. NO TACKS OR NAILS OF ANY KIND ARE PERMITTED. Please use decorations that will not cause damage to park property and remove all decorations at end of the rental. The use of confetti or ANY confetti-type material is prohibited. Rental groups are responsible for the removal of all decorations including masking tape, and clearing tables and counters of all perishables.*

CHECK LIST FOR CLEANING THE WANICK CHOUTE PARK PAVILION AT THE END OF YOUR RENTAL PERIOD:

- Wash tables.
- Bring your own garbage bags. The Village of Sherwood has adopted the State of Wisconsin Park System's carry in / carry out policy, where you take your garbage and recyclables home with you after your stay at the park.
- Sweep the floor.
- Clean the bathrooms.
- Bathroom doors will lock automatically at dusk.
- Kitchen clean; refrigerator emptied/turned off, door left ajar; garbage removed from site.
- Double check that all doors are locked, garbage removed and lights off.
- Return keys to office the first business day after rental.
- If side awnings are used, please stow them back up properly when done with event.

Note: The door to kitchen automatically locks if it shuts behind you. Make sure to have the key on your person to avoid unintentional lock outs.

If Public Works is called into work afterhours or on a weekend for a non-emergency, your security deposit will be forfeited. (i.e. you forgot to check out your key, locked yourself out of the building, etc.). If needed, contact the non-emergency Calumet County Sheriff's Dept. at (920) 849-2335.

IMPORTANT, PLEASE NOTE: FAILURE TO ADHERE TO THESE RULES AND REGULATIONS - YOUR DEPOSIT MAY BE REDUCED OR NOT RETURNED.