



VILLAGE OF BLACK EARTH
PARK RESERVATION APPLICATION FORM

APPLICANT INFORMATION			
APPLICANT NAME:	TELEPHONE (DAYTIME):		
ADDRESS:			
ORGANIZATION INFORMATION (IF APPLICABLE)			
ORGANIZATION NAME:	TELEPHONE:		
ORGANIZATION ADDRESS:	CONTACT NAME:		
DESCRIBE YOUR REQUEST			
MARK ALL THAT APPLY:			
VETERANS PARK	LG SHELTER		
COMMUNITY PARK	LG SHELTER	SM SHELTER	KITCHEN
DATE(S):	TIME(S):		
PURPOSE:	# OF PEOPLE EXPECTED:		
DO YOU INTEND TO HAVE AMPLIFIED DEVICES (SEPARATE FORM NEEDED):		YES	NO
DO YOU INTEND TO SELL FERMENTED MALT BEVERAGES (BEER)?		YES	NO
NOTE: SALE OF FERMENTED MALT BEVERAGES IS SUBJECT TO THE REQUIREMENTS OF SPECIAL CLASS "B" PICNIC BEER PERMIT LICENSE			
FEES DUE			
LG SHELTER	\$50		
SM SHELTER	\$35		
KITCHEN	\$75		
DEPOSIT	\$50		
TOTAL			
APPLICANT SIGNATURE:		DATE:	

PLEASE RETURN THIS FORM TO THE VILLAGE OF BLACK EARTH, PO BOX 347, OR DELIVER TO 1210 MILLS STREET WITH 2 CHECKS, ONE FOR THE RENTAL AND ONE FOR THE DEPOSIT. CONTACT THE VILLAGE OFFICE AT 608-767-2563 IF YOU HAVE ANY QUESTIONS.

VILLAGE OF BLACK EARTH-PARK RESERVATION INFORMATION

PARK DESCRIPTIONS IF UPON INSPECTION FROM THE PUBLIC WORKS STAFF, THE PARK IS FOUND TO BE IN PROPER CONDITION, THE CHECK FOR THE SECURITY DEPOSIT WILL BE RETURNED TO THE RENTER. IF THE PARK IS NOT FOUND TO BE IN A PROPERLY CLEANED CONDITION, THE DEPOSIT WILL BE USED BY THE VILLAGE OF BLACK EARTH TO HELP RESTORE THE PARK TO A CLEAN CONDITION.

REFUNDS OF THE PARK RENTAL WILL NOT BE PROVIDED IF YOU CANCEL YOUR RESERVATION LESS THAN TWO WEEKS PRIOR TO YOUR RESERVATION DATE. IF YOUR EVENT IS CANCELLED DUE TO POOR WEATHER, AND A RAIN DATE CANNOT BE AGREED UPON, YOU WILL RECEIVE A FULL REFUND.

GENERAL RULES FOR PARK SHELTER USE

1. THE VILLAGE BOARD DOES NOT GUARANTEE ABSOLUTE PRIVACY TO ANY GROUP
2. EXCLUSIVE USE OF THE BALL DIAMONDS, COURTS AND PLAYGROUND EQUIPMENT IS NOT INCLUDED WITH THE RESERVATION
3. ALL GROUPS MUST VACATE THE SHELTER AT THE TIME SPECIFIED ON THE PERMIT
4. ALL PARKS ARE CLOSED FROM 10:00PM UNTIL SUNRISE, UNLESS OTHERWISE APPROVED BY THE VILLAGE BOARD
5. USER GROUPS THAT HAVE A VALID RESERVATION PERMIT FROM THE VILLAGE CANNOT BE DISPLACED BY GROUPS THAT DO NOT HAVE A PERMIT
6. PETS MUST BE ON A LEASH AT ALL TIMES
7. NO CAMPING
8. LOUD OR UNREASONABLE NOISE PROHIBITED
9. NO GLASS BEVERAGES ARE ALLOWED IN THE PARK
10. ALL STAPLES, TAPE, TACKS, ETC. MUST BE REMOVED FROM TABLES, POLES, ETC
11. PERMISSION FROM THE VILLAGE MUST BE RECEIVED PRIOR TO DRIVING ON THE GRASS, PLACING ANY EQUIPMENT SUCH AS PORTABLE TOILETS, CONCESSION STAND, TENTS, ETC. WITHIN THE PARK
12. DUMPING OF TRASH OR RUBBISH WHICH IS NOT GENERATED FROM THE PARK IS PROHIBITED
13. PERSONS RESERVING PICNIC AREAS ARE RESPONSIBLE FOR CLEAN UP PRIOR TO COMPLETION OF THE RESERVED TIME. THE VILLAGE WILL BILL THOSE NOT LEAVING THE PARK IN A REASONABLE STATE.
14. IF YOU NEED TO DIG STAKES INTO THE GROUND, YOU MUST CALL DIGGER'S HOTLINE WELL IN ADVANCE OF YOUR EVENT.