

## TOWN OF VERNON APPLICATION For Use Of TOWN FACILITIES

*Return application to the Karen Schuh, Town of Vernon Clerk at  
Phone: 662-2039; Fax: 662-3510; E-Mail: [clerk@townofvernon.org](mailto:clerk@townofvernon.org)*

*Authorization of approval for the facility requested will be subject to the availability of the facility requested.*

- 1) Name of Organization: \_\_\_\_\_
- 2) Name of Leader/Contact Person: \_\_\_\_\_
- 3) Address: \_\_\_\_\_  
Street/Mailing Address
City
Zip
- 4) Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile or E-Mail) \_\_\_\_\_
- 5) Two Alternate Names if Above Person Cannot Be Reached: **(Must Be Completed)**

Name	Address	Phone (Home, Work, Fax)
Name	Address	Phone (Home, Work, Fax)
- 6) Type of Activity/Description: \_\_\_\_\_
- 7) Number of Participants in Group: \_\_\_\_\_ Estimated Number of Spectators: \_\_\_\_\_
- 8) Building/Facility Requested: \_\_\_\_\_ Room(s)/Fields Requested: \_\_\_\_\_
- 9) Date(s) and Time(s) Requested: \_\_\_\_\_
- 10) Furniture Needed: \_\_\_\_\_  
**(Furniture that is needed must be set up and put away by the applicant.)**
- 11) Will food and/or beverage be served on the day of the event? **(circle one)** YES NO
- 12) Will alcohol be served? **(circle or select one)** YES NO
  - a) **If YES**, please ask Clerk for General Use Permit form and to be placed on the next available Town Board agenda. (allow 3 weeks for approval.)

Please list type of liquor to be served and approximate quantity. \_\_\_\_\_
- 13) Are you/your organization insured to cover the event? **(circle or select one)** YES NO

I verify the documented information is correct and agree to abide by the Town of Vernon's Park rules & regulations, attached terms and conditions and attached Ordinance #2003-03.

\_\_\_\_\_  
Signature & Date

**~ FOR OFFICE USE ONLY ~  
DO NOT WRITE BELOW THIS LINE**

**APPROVED BY:**

TOWN CLERK: _____	DATE APPROVED/DENIED: _____
DPW DIRECTOR: _____	DATE APPROVED/DENIED: _____
FIRE CHIEF: _____	DATE APPROVED/DENIED: _____

- \$25 Non-Refundable Fee Paid**
  - (circle or select one)** YES NO Date: \_\_\_\_\_
  - (circle or select one)** Cash Check # \_\_\_\_\_
- \$75 Refundable Deposit Paid**
  - (circle or select one)** YES NO Date: \_\_\_\_\_
  - (circle or select one)** Cash Check # \_\_\_\_\_

\*Non Profit Organizations are exempt from Fees but are still required to pay the deposit

**TERMS AND CONDITIONS**

1. **NO ALCOHOL** – Alcohol is prohibited in all public buildings and parks Town of Vernon unless the Town Board approves a General Use Permit.
2. **SMOKING** - Smoking is prohibited in all public buildings in the Town of Vernon.
3. **LIABILITY** – Approved application must be posted or in possession of the responsible party (responsible party defined in Town of Vernon Ordinance #2003-03 8.07(3)) during the event. The person and/or organization requesting the use of the Town of Vernon facilities and completing this application hereby assumes responsibility for any legal liability for injury or damage to the person or property of the group or others present and any uninsured injury or damage to Town of Vernon personnel or property in connection with the use of the Town of Vernon facilities. Furthermore, the person and/or organization, by executing this document below hereby agrees to indemnify and hold harmless the Town of Vernon and its former, present and future elected officials, employees, servants, independent contractors and agents, and their respective heirs, successor, personal representatives, against and in respect of any and all damages, claims, lawsuits, liability and expense, including without limitation, all legal, accounting, consulting, engineering, and other expenses, which may be imposed upon, asserted against, or incurred by the Town of Vernon and its former, servants, independent contractors and agents, and their respective heirs, successors, personal representative, by any party or parties (including, without limitation, a governmental entity), as a result of any acts of the applicant, its officials, employees, servants, agents or representatives. The applicant agrees to accept tender of defense and to defend and pay any and all reasonable legal, accounting, consulting, engineering and other expenses related to the defense of any claim asserted or imposed upon the Town of Vernon, its predecessor, or successors, and/or its representatives referred to above by any party or parties (including, without limitation, a governmental entity), in any way related to use of the Town of Vernon facilities by the applicant.

*THE APPLICANT SHALL ADHERE TO ALL LOCAL ORDINANCES PERTAINING TO PARK/PARK FACILITIES; COPIES OF WHICH ARE AVAILABLE AT THE TOWN HALL.*

Approved by TB: 1/18/96; 8/7/03  
Revised: 2/06/96; 6/13/96; 9/18/97; 5/13/03; 10/2/03; 4/1/15

**TOWN OF VERNON  
FACILITIES USE SECURITY DEPOSIT RETURN**

1. **Name of Organization:** \_\_\_\_\_
2. **Name of Leader/Contact Person:** \_\_\_\_\_
3. **Address:** \_\_\_\_\_  
Street/Mailing Address City Zip
4. **Telephone Number: (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_ **(Mobile or E-Mail)** \_\_\_\_\_
5. **Building/Facility Requested:** \_\_\_\_\_ **Room(s)/Fields Requested:** \_\_\_\_\_
6. **Date(s) and Time(s) Requested:** \_\_\_\_\_
7. **Condition of Building/Facility After Usage:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. **Amount to refund: \$** \_\_\_\_\_

**DPW DIRECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Signature

# Town of Vernon General Use Permit

W249 S8910 Center Drive, Big Bend, WI 53103

1. If the applicant or group they represent violates any portion of, the said permit, Town Park Ordinance, or any other Town of Vernon Ordinance this permit will be immediately revoked by any member of the Vernon Town Board & DPW Director.

2. Liability - The person and/or organization requesting permission under this permit for the above said activity or event and completing this application hereby assumes responsibility for any legal liability for injury or damage to the person or property of the group or others present and any uninsured injury or damage to Town of Vernon personnel or property in connection with the use of the Town of Vernon facilities. Furthermore, the person and/or organization, by executing this document below, hereby agrees to indemnify and hold harmless the Town of Vernon and its former, present and future elected officials, employees, servants, independent contractors and agents, and their respective heirs, successor, personal representatives, against and in respect of any and all damages, claims, lawsuits, liability and expense, including, without limitation, all legal, accounting consulting, engineering, and other expenses, which may be imposed upon, asserted against, or incurred by the Town of Vernon and its former, servants, independent contractors and agents, and their respective heirs, successors, personal representatives, by any party or parties (including, without limitation, a governmental entity), as a result of any acts of the applicant, its officials, employees, servants, agents or representatives. The applicant agrees to accept tender of defense and to defend and pay any and all reasonable legal, accounting, consulting, engineering and other expenses related to the defense of any claim asserted or imposed upon the Town of Vernon, its predecessor, or successors, and/or its representatives referred to above by any party or parties (including, without limitation, a governmental entity), in any way related to use of the Town of Vernon facilities by the applicant.

I accept the responsibility for leaving the park area or facility in an orderly manner. I understand that I am responsible to obey all rules and regulations regarding the uses of Town parks as stated in the Town Park Ordinance Chapter 239. I understand that it is unlawful to construct or erect any building, tent, or structure of whatever kind.

I hereby swear that all information as stated on said application form is true and correct and that I will conform to all Federal, State and Local ordinances and regulations regarding alcoholic beverages if I am granted an alcohol possession and consumption permit.

I hereby acknowledge that it is illegal to sell alcohol under this permit.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## OFFICE USE ONLY:

Approval Granted:                    YES        \_\_\_\_\_                    NO        \_\_\_\_\_

Field Location: \_\_\_\_\_

Time of Use: \_\_\_\_\_

Date of Use: \_\_\_\_\_

Approval of general use permit by:

\_\_\_\_\_  
Town Chair or Designee

\_\_\_\_\_  
Date