



**APPLICATION FOR USE OF PARK SHELTER AND  
CONCESSION FACILITY**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Event and Time: \_\_\_\_\_

Description of Event and Number of Expected Attendees: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Facility to be used: (circle one)**

Valley View shelter only (\$50)

Valley View Shelter and Concession (\$100)

Pauquette Park Pavilion (\$50)

**By submitting this application, I agree to follow all of the attached the policies and procedures applicable to the facility. Further, by submitting this application, I agree to indemnify, defend and hold the Village and its officers, agents, and employees harmless from and against all damages, losses, claims, awards and/or fines (including reasonable attorney's fees) because of an injury or damage or alleged injury or damage to person, life, or property, or injury or alleged injury resulting in the death of any person or persons arising out of or in connection with the use of the Village facilities by Applicant or the invitees, attendees or guests at the event.**

**Applicant:**

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Print name]

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*Use of the Facility is approved:*

**Village of Poynette**

**Proof of insurance required:**

Yes or No

\_\_\_\_\_  
Village Administrator/Clerk/Treasurer

**Proof of insurance provided:**

Yes or No



***PARK SHELTER AND CONCESSION FACILITY USE  
POLICIES AND PROCEDURES***

1. The Applicant must be 18 years old and present at all times during the event.
2. The Applicant is responsible for the conduct of the event, the condition of the facility, and will be responsible for any and all damage created by the event.
3. The splash pad, soccer fields, playground, restrooms, and other amenities in the park will remain open to the public at all times.
4. All areas must be cleaned immediately after the event or applicable cleaning costs will be billed to the Applicant. Clean up check list:
  - Picnic tables returned to pavilion
  - Garbage picked up in/around shelter and restrooms
  - Restrooms cleaned
  - Concessions: Wipe down all counters, clean refrigerator, rinse sink, sweep
5. No horses or unleashed pets. You must clean up after pets.
6. No firearms or weapons.
7. If Applicant is 21+ years old, alcoholic beverages may be consumed by adults, but not sold. A cash bar is not allowed. Money or any other form of consideration shall not change hands for alcoholic beverages. All drinks must be served in cans, plastic or paper cups. Alcohol may not be consumed by minors.
8. Absolutely NO glass containers.
9. In certain cases, proof of insurance may be required to use Village space. If an event is open to the public or a caterer is to be used, proof of insurance must be presented prior to use.
10. If you plan on decorating at the shelter, you may use painter's tape only on shelter surfaces. Nails, staples, or glue are prohibited.
11. Your approved application is your proof of reservation. Please have it with you during the event.
12. Please be a good neighbor and keep the noise level down.
13. If your reservation is cancelled at least fourteen (14) days in advance of your event, a refund will be issued. No refunds will be made for cancellations due to inclement weather.
14. A \$35 charge will be billed to Applicant for any non-sufficient fund payment.
15. Public Works can be contacted after hours and on weekends at 608-697-3226.