



Oconomowoc Community Center
 220 W. Wisconsin Avenue • Oconomowoc, WI 53066
 262.569.2199 • www.oconomowoc-wi.gov
 If you have an issue during your rental, call the police
 nonemergency number, (262) 567-4401

Today's Date: _____

Event Date: _____

OCONOMOWOC PARK & SHELTER USE APPLICATION & AGREEMENT

APPLICATIONS ARE TO BE COMPLETED IN THE OFFICE ONLY

APPLICANT/ORGANIZATION

EVENT DETAILS

Name/
 Organization: _____

Nature of Event: _____

Contact Person: _____

Event Location: _____

Phone: _____

Event Date: _____

Address: _____

Setup Arrival Time: _____

City, State, Zip: _____

Cleanup End Time: _____

Email: _____

Number Attending: _____

PARK SHELTER OR AREA

Location & Capacity	Fee	Total
Roosevelt Park Shelter (up to 120)		
Roosevelt VB Shelter (40)		
Fowler Shelter (80-125)		
Riverside Shelter (40)		
City Beach Bandshell (n/a)*		

ADDITIONAL DETAILS * additional approval is needed for these requests. Please explain the additional details regarding your event. Include information on having sales, selling alcohol, charging admission or collecting donations. Please specify if your group will be providing tents, amplified music, portable toilets, dumpsters, carnival rides, inflatable items or large roasts.

ADDITIONAL EQUIPMENT REQUESTS

Ask staff for details on additional services and equipment rentals.

<u>OFFICE USE ONLY</u>		Sub Total:	
Check #		N.R. Fee:	
Date Received:		Tax (5%):	
Staff Initials:		Grand Total:	

I have received the Oconomowoc Park Shelters, Picnic Areas & Facility Rental Policy and agree to comply with the rules and regulations. As the responsible party I agree to be present through the entire event and instruct my group of these rules and regulations and see that they also abide by same. I further agree to indemnify and save harmless the City by virtue of granting reservations as per application.

Signature: _____ Date: _____

Must be at least 21 years of age