

FACILITY DATES AND HOURS REQUESTED:

IMPORTANT: Dates and hours must include set-up, take-down, and clean-up times. The user is expected to clean up the area used to Walworth County's requirements before the closing time listed. Be certain that your specific hours include deliveries made by vendors, who may have to deliver supplies to the area prior to your arrival.

In no instance may goods or materials be stored at the Courthouse Square before or after the opening or closing times listed. When private property remains overnight during multi-day events, security is the responsibility of the user.

<u>DATE</u>	<u>TIME</u>	<u>FROM</u>	<u>TO</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

UTILITIES, ETC.

Have you made provisions for the following:

Electrical Power? _____ How? _____
Garbage Waste Containers? _____ How Many? _____
Garbage Waste Disposal? _____ How? _____
Toilets? _____ How? _____
Water? _____ How? _____
Security? _____ How? _____
Parking? _____ How? _____
Emergency Medical Services? _____ How? _____

WILL THIS EVENT INVOLVE:

Sales of any kind? Yes _____ No _____
Food _____ Rides _____ Services _____
Entrance Fee _____ Beverages _____
Produce _____ Products _____
Will there be dancing? _____ Live Music? _____ Recorded Music? _____
Will there be entertainment? _____ Describe: _____
Will there be portable cooking devices? _____ Describe: _____
Will there be auxiliary shelters? (e.g., tent, canopy)? _____
Describe: _____
Will there be a play/game area? _____ Describe: _____

NOTE THAT THE SALE, POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES UPON COUNTY OWNED PROPERTY IS PROHIBITED.

PERMIT TERMS AND CONDITIONS

I, the undersigned, accept full responsibility for the terms and conditions of the application, and certify that it is accurate and complete. I understand that inaccurate information is grounds for cancellation of any reservation granted to me and may jeopardize any further reservations.

Signed: _____
Applicant

Date: _____

PART 2 – CONTRACT

(Sign under “Applicant”, and leave the remainder blank.) If your application is accepted, Walworth County will complete Part 2, sign it, and mail you a copy. **YOU DO NOT HAVE A RESERVATION UNTIL THE WALWORTH COUNTY DEPUTY ADMINISTRATOR-CENTRAL SERVICES OR HIS AGENT SIGNS THIS FORM.**

(Please read Part 2 carefully to determine if special conditions or requirements have been made a part of this contract.)

This contract, made this _____ day of _____, 200__, by and between WALWORTH COUNTY, and _____, APPLICANT,

WITNESSETH as follows:

WALWORTH COUNTY agrees to allow APPLICANT to use the above-described property at the times and hours listed on Part 1 of this application and contract under the rules and regulations laid down by WALWORTH COUNTY.

APPLICANT, individually, jointly, and severally, agrees to abide by all rules and regulations formulated by WALWORTH COUNTY for the use of County owned property; to adhere to all special conditions listed by WALWORTH COUNTY in this contract; to be responsible for the careful use of the facilities described herein; to make good all loss or damage sustained as a result of the activities held or promoted pursuant to this contract; to be responsible for all preparation and reasonable cleanup after use, and special conditions:

____ If this line is checked, APPLICANT is required to provide _____ security guards acceptable to WALWORTH COUNTY for the duration of APPLICANT’S event, at APPLICANT’S own expense, and provide WALWORTH COUNTY with proof that such guards are secured not less than 48 hours prior to APPLICANT’S event.

_____ If this line is checked, APPLICANT is required to place a deposit of \$_____.
This deposit shall be refunded to APPLICANT after the event provided the property used has been
cleaned and secured.

Sales of food and other products may require licenses or permits from local government authorities.
The sale, consumption or possession of alcoholic beverages is prohibited. APPLICANT must have the
appropriate permits or licenses prior to the scheduled event. APPLICANT agrees that it will save and
indemnify and hold harmless WALWORTH COUNTY and its Supervisors and employees and agents
against all liabilities, judgments, costs and expenses, including the claims of any third party which may
in any way come against WALWORTH COUNTY by reason of granting this application, or which
may in any way result from the actions or inaction of the APPLICANT, or its members, guests,
invitees, employees or other persons or entities under contract with, or acting on behalf of, the
APPLICANT.

APPLICANT'S event is required to be insured for general liability in the amount of \$1,000,000.00
(One Million Dollars), and WALWORTH COUNTY must be named as co-insured. A Certificate of
Insurance must be filed with WALWORTH COUNTY in preferably one week, but not less than 48
hours, prior to APPLICANT'S event. **FAILURE TO PROVIDE SUCH CERTIFICATE WILL VOID
THIS CONTRACT AND CANCEL THE USE OF ANY WALWORTH COUNTY FACILITIES.**

Date

By:
**WALWORTH COUNTY
DEPUTY COUNTY ADMINISTRATOR –
CENTRAL SERVICES OR AGENT**

Date

APPLICANT