



## Walworth County Parks Application & Reservation for Use of a Recreational Facility & Special Permit Request

**Purpose:** This permit is required when applicants seek to rent or utilize a County shelter or facility listed in Section 2 below, or a Special Permit is required as outlined in Chapter 42 of the County Code of Ordinances. Additionally, a special permit may be required based on conditions outlined in County Administrative Procedure 2-112 *Parks, Grounds, and Green Space Management*, which are similarly listed in Section 3.

**Section 1: General Information.**

Contact Person:			
Group Name:			
Address:			
City, State, Zip:			
Telephone:			
Email:			
Driver's License #:		State of Issuance:	

**Section 2: Facility Reservation Request.** Complete this section if seeking to rent or utilize a facility listed below:

Date(s) Requested:		Time(s):	
Type of Event:			

Facility	Cost per Day	# Days	Total Cost
Natureland Park Shelter	\$50.00 resident / \$75 non-resident		
Natureland Park Log Cabin	\$50.00 resident / \$75 non-resident		
Price Park Shelter	\$50.00 resident / \$75 non-resident		
White River Park Shelter	\$50.00 resident / \$75 non-resident		
White River Park Barn <sup>1</sup>	Not Available		
		+ Deposit <sup>2</sup>	\$100.00
		<b>Total Amount</b>	

NOTE: Reservations are approved on a first-come, first-served basis upon receipt of your application, deposit, and rental fee.

Make checks payable to: Walworth County Public Works

Remit to: Department of Public Works, W4097 County Road NN, Elkhorn, WI 53121

<sup>1</sup> White River Park Barn: White River Park Barn is restricted to unique educational and conservation events. The Director of Public Works will determine which events may use the White River Park Barn.

<sup>2</sup> Damage and Cleanup Deposit: A \$100.00 deposit is required with this application for damage/cleanup. If there has been no damage and the area has been cleaned to its original condition, the deposit will be refunded. Any repairs or cleanup costs over the deposit shall also be the responsibility of the designated representative.

**Section 3: Special Permit Request.** Per Walworth County Ordinance Section 42-2, special permits may be granted for evening events or overnight stays. Special permits may also be granted (and required) for events that require: the use of County-owned utilities; bringing in special equipment; hosting dancing or music; requiring security or emergency services; selling items; or seeking the exclusive use of an area or facility. Additionally, special permits are subject to the following restrictions:

- Overnight stays shall be limited to a maximum of two nights.
- No campers, motor homes, or any recreational-type vehicles are allowed.
- Sales may be conducted as permitted by County administrative procedures.
- There shall be one adult present for every six people under the age of 16.

Date(s) Requested:	Contiguous	Non-Contiguous Event	Time(s):	Contiguous	Non-Contiguous Times	
	(From):	(From):		(From):	AM/PM	(From):
	(Thru):	(Thru):		(Thru):	AM/PM	(Thru):

Check One ("X")	Park
	Natureland Park
	Price Park
	White River Park
	Other (Describe):

Type of special permit	
Check (x)	Activity
	Camping according to Walworth County Ordinance 42-2
	Use of a low-powered, mechanically-propelled vehicle for transporting a person(s) with physical disabilities according to Walworth County Ordinance 42-1 (a)(14)
	Other (describe):

**Section 4: Signatures & Approval.** The undersigned agrees to abide by the rules of the Park and the County. Undersigned will accept responsibility for any damage to the Park due to the occupancy of said premises by the applicant or the applicant's organization. Said premises will be left as clean as when the applicant and/or organization arrives.

I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS AND BLAMELESS Walworth County, its officers, agents, employees, boards, and commissions from any and all liability from damage, loss, or injury either to person or property which may be sustained while using said facility.

Approved by:

\_\_\_\_\_ Date \_\_\_\_\_ Walworth County Representative \_\_\_\_\_ Date \_\_\_\_\_

Walworth County Public Works Director OR Representative

Date \_\_\_\_\_

Approve \_\_\_\_ YES \_\_\_\_ NO

Comments/Conditions:

cc: Sheriff's Department