



12621 W. Hampton Ave
Butler, WI 53007
Phone (262) 783-2525
www.butlerwi.gov

Date of Application: _____
Key # _____
Key Return Date: _____

**Frontier Park
Community Building
5251 N. 127th Street
BUILDING PARK USE APPLICATION FORM**

PERMIT IS TO BE ISSUED TO:

Person Responsible (please print) _____
Address _____ City _____ Zip _____
Phone (H) _____ (W) _____ Fax _____
Cell _____ Email _____

****ID MUST BE PROVIDED FOR ALL RENTALS. ALL DEPOSIT REFUND CHECKS WILL BE ISSUED ONLY TO THE NAME AND ADDRESS LISTED IN THIS SECTION. REFUND CHECKS WILL NOT BE MAILED TO AN ALTERNATE PERSON AND/OR ADDRESS****

DATE and TIME:

Date _____
Time (Please include set-up and clean-up time)
From _____ a.m./p.m. To _____ a.m./p.m.

****All events must be completed, cleaned up and the building vacated by 11:00 pm****

INDICATE TYPE OF FUNCTION OR SPECIAL EVENT:

- Group Meeting Church / School Event Service Organization Celebration of Life
 Company Picnic Public Meeting Family Picnic
 Other: Please Explain _____

TOTAL ATTENDANCE FOR EVENT: _____

Note: certain events may require Village Board approval. Maximum building occupancy is 100 persons.

AREA DESIRED:

- Community Building Baseball Fields (additional fee to reserve field)
 Volleyball Court
 Other: Explain _____

GROUP CHARGES (is your group charging for any of the below):

- | | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| Admission | Serve Food/Soda | Sell Food Soda | Serve Fermented Beverages | Sell Fermented Beverages |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |
| <input type="checkbox"/> No | <input type="checkbox"/> No | <input type="checkbox"/> No | <input type="checkbox"/> No | <input type="checkbox"/> No |

FEES: The rental fee for the Community Building is outlined below. The Community Building has 15 8-foot tables and 100 chairs available. The tables and chairs are for inside use only.

			Monday – Thursday	Friday – Sunday
Rental Fee	\$ _____	Resident Deposit	\$125.00	\$125.00
		Resident Rental	\$125.00	\$325.00
Deposit	\$ _____	Non-Resident Deposit	\$250.00	\$250.00
		Non-Resident Rental	\$250.00	\$550.00
Grand Total	\$ _____			

Please send one check for the **GRAND TOTAL** amount. The deposit portion of your check will be returned to you upon inspection of the park after the event. Please allow two weeks for refund of deposit. Deposits will be returned to Butler Resident's only to qualify for the Resident Rental Rate. **Please see the Policies and Cleaning Checklist for the Village's Cancellation Policy if you need to cancel your event.**

Make Check payable to the: VILLAGE OF BUTLER.

There are no interior decorations allowed that in any way would mark or damage the Community Building. This would include the use of such items as – push pins, nails, adhesive materials (including tape), putty etc. The use of confetti, glitter, rice, balloons, etc. is also prohibited.

LIQUOR PERMIT: The gathering shall be a private affair, not open to the public, and not advertised publicly in any manner. No charge for beverages shall be made to guests. No beverages shall be distributed to any person under the age of 21 years.

Signed _____ Date _____

RESPONSIBLE PERSON: The undersigned agrees to be personally liable to the Village of Butler and to indemnify the Village of Butler for property damage and for any expense incurred by, at, or in consequence of such use of facilities at the above-referenced Village Park. The undersigned further agrees to hold the Village of Butler, its servants, agents, and employees harmless from any and all causes of action, claims or damages arising out of the use of the facilities at the above-referenced Village Park by the undersigned, and any and all persons permitted on the premises at the park by the undersigned. The undersigned further agrees to abide by the regulations of the Village of Butler regarding the use of these facilities, as stated in the Village Code of Ordinances and the Rules and Regulations listed on the attached sheets.

Signed _____ Date _____

Note: Applicant must be 18 years of age or above. Please read "General Information and Policies" for other rules and regulations governing the park and building rental available on the Village's website under Permits and Application.

FOR OFFICE USE ONLY

Approved Request	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date Received _____
Keys Issued	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved by _____
Permit Fee Received	\$ _____		Receipt # _____
Damage/Clean-up Deposit	\$ _____		
Total Fee Paid	\$ _____		Date of Deposit/Refund Authorization _____