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# VILLAGE PARK RENTAL APPLICATION

with Menomonee Falls Downtown, Inc (MFDI)  
& DBA- Menomonee Falls Events (MFE)

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## Event Information

New  Returning

Event Name: \_\_\_\_\_

**Duration of Event:** Special events cannot occur between the hours of 11PM and 6AM. Music or amplified sound is not allowed between 10PM and 7AM

- Pre-event set-up (if applicable) Date \_\_\_\_\_ Time \_\_\_\_\_
- Event:
  - Day 1 Date \_\_\_\_\_ Time \_\_\_\_\_
  - Day 2 Date \_\_\_\_\_ Time \_\_\_\_\_
  - Day 3 Date \_\_\_\_\_ Time \_\_\_\_\_
- Post-event cleanup (if applicable) Date \_\_\_\_\_ Time \_\_\_\_\_

Cleanup to be completed immediately after the conclusion of the event. For multi-day events, the cleanup is to be completed at the end of each day's event. Renter is responsible for the cleanup. Garbage cans and liners will be provided. **Failure to remove all trash will result in a \$200 fine.**

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## Contact Information

- Name of Applicant: \_\_\_\_\_
- Complete Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- E-mail Address: \_\_\_\_\_
- Organization Represented: \_\_\_\_\_
- On-site Emergency contact name: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Contact is required to be available and on-site during the event including pre and post event

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**The application must be submitted at least 45 days prior to your event.  
Additional information may be required upon review.**



# MENOMONEE FALLS EVENTS

building our community one event at a time

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**Park Location(s) Requested** (see page 4 for park area details & fee structure)

- Entire Park [w/Bar Service]       Entire Park [w/NO Bar Service]  
 The Garden [w/Bar Service]       The Garden [w/NO Bar Service]  
 Milwaukee Tool Amphitheatre & Great Lawn  
 Greater Menomonee Falls Foundation Pavilion & Plaza

**Walk, Run or Parade Route** applicant is required to attach a diagram or map with the route identified along with schedule and location itinerary.

For any event including specialized parking, tents, port o johns, food vendors, barricades/fencing, road closures, traffic control measures, command center for staff or any event selling alcohol (NO HARD LIQUOR ALLOWED) applicant is required to submit a diagram or map showing all the items that apply.

Maximum daily attendees expected: \_\_\_\_\_

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**Event Details**

Purpose of the Event: \_\_\_\_\_

Features and Activities: \_\_\_\_\_

How long will your event be promoted? \_\_\_\_\_

Describe any event issues or challenges you anticipate and how you plan to address them:

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

- Number of Tents & sizes planned for your event (if applicable): \_\_\_\_\_
- Will food be sold or provided to the public?  Yes  No
  - If yes, how?  Food Truck  Caterer      Other: \_\_\_\_\_
    - Contact Village Clerk to obtain a required food peddler's license
    - Contact Waukesha County Health Department 262-896-8300
- Will there be music?  Yes  No
- Will there be lighting?  Yes  No
- Will there be games of chance such as a raffle or bingo etc.?  Yes  No
  - If yes, a copy of your Wisconsin State Raffle license is required
- Will alcoholic beverages be distributed or sold to the public?  Yes  No
  - If yes, Bar Service Fees are required. Please note that no hard liquor is allowed in the park.

*(Please be aware that only MFDI / MFE is allowed to distribute alcoholic beverages in Village Park)*

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# MENOMONEE FALLS EVENTS

buildingourcommunityoneeventatatime

## Please review your application for completeness

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I, the undersigned/applicant certify that the statements contained in the Rental Application and attachments are true, accurate, and complete to the best of my knowledge. The applicant understands that information on this application and collected as part of the licensing investigation becomes a public record and is subject to disclosure to the public upon request. The applicant also understands that the organizer agrees to indemnify and to hold harmless Menomonee Falls Downtown, Inc (MFDI), Menomonee Falls Events (MFE), The Village of Menomonee Falls and its departments, employees, and agents from any liability to any person resulting from any damage or injury to property or any person which occurs in connection with the permitted event caused by any actions or inactions of the event organizer, the organizer's officers, employees, or agents, or any person under the control of the event organizer.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Organization

Return this application, **deposit**, and all supporting documents to:

**Menomonee Falls Downtown, Inc**  
**c/o Menomonee Falls Events**  
**PO BOX 402**  
**Menomonee Falls, WI 53052**  
menomoneefallsevents@gmail.com  
262-415-7013

**When your application is approved, an invoice will be sent via email**

### Attachments (select all that apply):

- Certificate of Insurance naming Menomonee Falls Downtown, Inc / Menomonee Falls Events as an additional insured
- Food Peddlers License(s)
- Raffle License
- Sound/Lights plan for Milwaukee Tool Amphitheatre
- Safety/Emergency plan
- Event Map showing: parking, tents, port o johns, food vendors, barricades/fencing, road closures, traffic control measures, command center for staff, alcohol sales, parade or Walk/Run route

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# VILLAGE PARK RENTAL AREA DETAILS & FEES

Full Day = 4+ hours    Half Day = 0-4 hours

<p><b>Entire Park (with Bar Service)</b></p> <ul style="list-style-type: none"> <li>• Full Day Rate: \$1,200             <ul style="list-style-type: none"> <li>◦ Non-Profit/BID Member Rate: \$800</li> </ul> </li> <li>• Half-Day Rate: \$750             <ul style="list-style-type: none"> <li>◦ Non-Profit/BID Member Rate: \$500</li> </ul> </li> <li>• Refundable Damage Deposit: \$200</li> </ul> <p><i><b>Additional Fees</b> - may apply based on number of attendees. See Options section for details</i></p>	<p><b>Entire Park (with NO Bar Service)</b></p> <ul style="list-style-type: none"> <li>• Full Day Rate: \$1,080             <ul style="list-style-type: none"> <li>◦ Non-Profit/BID Member Rate: \$720</li> </ul> </li> <li>• Half-Day Rate: \$540             <ul style="list-style-type: none"> <li>◦ Non-Profit/BID Member Rate: \$360</li> </ul> </li> <li>• Refundable Damage Deposit: \$200</li> </ul> <p><i><b>Additional Fees</b> - may apply based on number of attendees. See Options section for details</i></p>
<p><b>The Garden (with Bar Service)</b></p> <ul style="list-style-type: none"> <li>• Full Day Rate: \$900             <ul style="list-style-type: none"> <li>◦ Non-Profit/BID Member Rate: \$600</li> </ul> </li> <li>• Half-Day Rate: \$750             <ul style="list-style-type: none"> <li>◦ Non-Profit/BID Member Rate: \$500</li> </ul> </li> <li>• Refundable Damage Deposit: \$200</li> </ul> <p><i><b>Additional Fees</b> - may apply based on number of attendees. See Options section for details</i></p>	<p><b>The Garden (with NO Bar Service)</b></p> <ul style="list-style-type: none"> <li>• Full Day Rate: \$360             <ul style="list-style-type: none"> <li>◦ Non-Profit/BID Member Rate: \$240</li> </ul> </li> <li>• Half-Day Rate: \$180             <ul style="list-style-type: none"> <li>◦ Non-Profit/BID Member Rate: \$120</li> </ul> </li> <li>• Refundable Damage Deposit: \$200</li> </ul> <p><i><b>Additional Fees</b> - may apply based on number of attendees. See Options section for details</i></p>
<p><b>Milwaukee Tool Amphitheatre &amp; Great Lawn</b></p> <ul style="list-style-type: none"> <li>• Full Day Rate: \$720             <ul style="list-style-type: none"> <li>◦ Non-Profit/BID Member Rate: \$480</li> </ul> </li> <li>• Half-Day Rate: \$360             <ul style="list-style-type: none"> <li>◦ Non-Profit/BID Member Rate: \$240</li> </ul> </li> <li>• Refundable Damage Deposit: \$200</li> </ul> <p><i><b>Additional Fees</b> - may apply based on number of attendees. See Options section for details</i></p>	<p><b>Greater Menomonee Falls Foundation Pavilion &amp; Plaza</b></p> <ul style="list-style-type: none"> <li>• Full Day Rate: \$240             <ul style="list-style-type: none"> <li>◦ Non-Profit/BID Member Rate: \$180</li> </ul> </li> <li>• Half-Day Rate: \$120             <ul style="list-style-type: none"> <li>◦ Non-Profit/BID Member Rate: \$90</li> </ul> </li> <li>• Refundable Damage Deposit: \$200</li> </ul> <p><i><b>Additional Fees</b> - may apply based on number of attendees. See Options section for details</i></p>

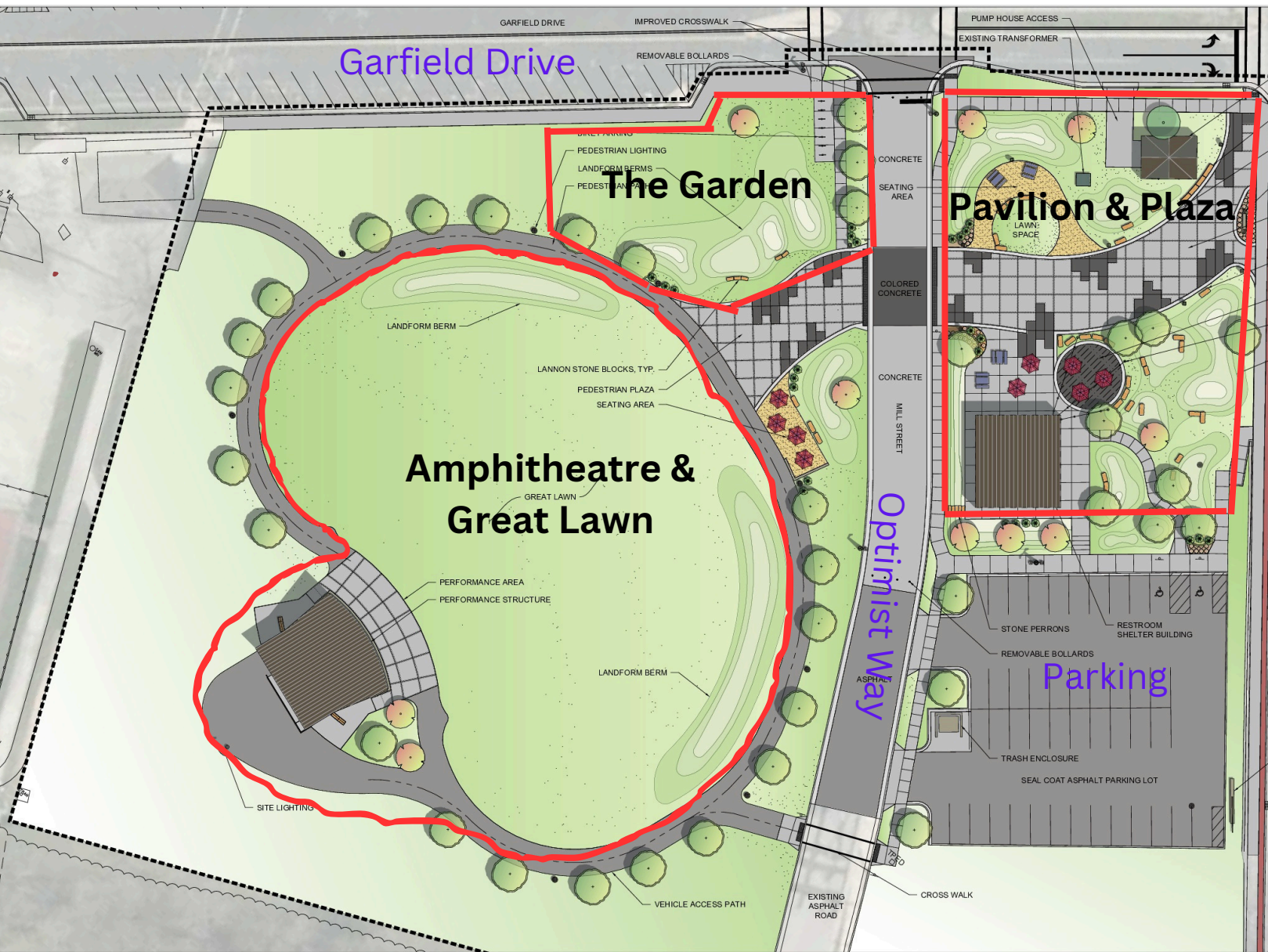
## OTHER FEES & RENTAL OPTIONS

Optional Fee Quotes - Upon Request

- Extra Port a Johns
- Extra Dumpster
- Extra Trash Removal
- Extra Picnic Tables
- Water Bottles, Soda, and/or Ice
  - Renter supplies their own coolers
- Other unique needs or requests

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# Village Park



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