



12621 W. Hampton Ave  
Butler, WI 53007  
Phone (262) 783-2525  
[www.butlerwi.gov](http://www.butlerwi.gov)

Date of Application: \_\_\_\_\_

Key # \_\_\_\_\_

Key Return Date: \_\_\_\_\_

**Frontier Park  
Community Building  
5154 N. 127<sup>th</sup> 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
- 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(additional fee to reserve field/court):**

- Community Building       Open Air Pavillion       Baseball Fields
- Volleyball Court       Tennis 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.

<b>Rental Fee</b>	\$ _____		Monday- Thursday	Friday - Sunday
<b>Deposit</b>	\$ _____	Resident Deposit	\$100.00	\$300.00
<b>Grand Total</b>	\$ _____	Resident Rental	\$100.00	\$300.00
		Non-Resident Deposit	\$200.00	\$500.00
		Non-Resident Rental	\$200.00	\$500.00

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.

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