

Oak Creek Recreation Park and Facility Rental Application

Facility Type: Pavillion Shelter Court: _____ Ball Diamond-Base Line _____ Sports Field _____

Options: Picnic Pack Volleyball Set Beer/Wine Permit Tables Other _____

Tent/Canopy/Easy-Up: Under 10 ft. Over 10 ft. (Requires a permit, max. size (Miller 20' x 50'))

Group Requesting Space: _____ Event Attendance: _____

Purpose of Activity/Event: _____

Contact's Name: _____ E-Mail: _____

Address: _____ City, State, Zip: _____

Phone Number: _____ Cell Phone: _____

Billing Information (if different from above):

Name: _____ E-Mail: _____

Address: _____ City, State, Zip: _____

Phone Number: _____ Cell Phone: _____

One-time event:

Date	Day	Time	Facility

Multiple dates:

Dates	Days	Time	Facility

Office Use Only:
Key: Red Blue Green

Proof:
Residency _____

Proof DOB:
18+ _____ **21+** _____

PHONE DESK

Repeat requests:

Day of Week	Start Date	End Date	Facility	Time Requesting
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	Special Requests:			

INDEMNITY, RESIDENCY, RULES & REGULATIONS:

- Permit is subject to all local municipal ordinances in addition to all rules & regulations governing parks and can be terminated immediately at the discretion of local law enforcement authorities &/or other city of oak creek department, if the terms of the application are misrepresented, violated or when public safety is threatened. Cancellation of the permit for cause will result in forfeiture of all fees.
- Proof of Oak Creek residency required at time of rental (current id or dated document with preprinted address).
- Proof of age is required at time of rental when requesting a beer permit. (government issued photo id)
- No rental date will be held or processed until the above information and payment is received.

CHARGE ONLY - PLEASE PRINT CLEARLY:	CREDIT CARD USED FOR: <input type="checkbox"/> RENTAL FEE <input type="checkbox"/> SECURITY DEPOSIT
TYPE: <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER	OTHER: _____
CARD# _____	EXPIRATION DATE _____ CODE _____
NAME AS PRINTED ON CREDIT CARD _____	DATE: _____
SIGNATURE: _____	DATE: _____
AUTHORIZED CREDIT CARD SIGNATURE	

FOR OC REC OFFICE USE ONLY

FEES & CHARGES

FACILITY RENTAL FEE: \$ _____

EQPT. RENTAL FEE: \$ _____

BEER/WINE PERMIT: \$ _____

SECURITY DEPOSIT: \$ _____

SET UP FEES: \$ _____

TOTAL: \$ _____ CASH CHECK # _____

PACKET/LETTER MAILED

POLICY RECEIVED DATE _____

EMAILED/PRINTED RECEIPT

RECEIPT(S) #: _____ RESERVATION # _____ INITIALS: _____ DATE: _____

MISCELLANEOUS:

INSURANCE COVERAGE (DEPARTMENT WILL CONTACT YOU IF REQUIRED) INSURANCE CERTIFICATE RECEIVED? YES NO

_____ CONCESSIONS TO BE SOLD – PROVIDE GENERAL LIST OF ITEMS SOLD & PRICE (LIST BELOW, ATTACH TO FORM IF MORE SPACE IS NEEDED).

WHAT IS ESTIMATED INCOME FROM THE ACTIVITY? _____

WHAT WILL THE PROCEEDS BE USED FOR? _____