



**THE FONTANA  
PARK COMMISSION**

175 Valley View Dr. P.O. Box 200  
Fontana, Wisconsin 53125

262-275-6136—Phone; 262-275-8088—Fax  
villageclerk@vi.fontana.wi.gov—Email  
vi.fontana.wi.gov—Website

**PARK PERMIT APPLICATION FOR:**

- \_\_\_ Duck Pond Recreation Area
- \_\_\_ Duck Pond Pavilion
- \_\_\_ Porter Court Plaza
- \_\_\_ Reid Park Gazebo
- \_\_\_ Reid Park Pavilion
- \_\_\_ Other: \_\_\_\_\_
- \_\_\_ Beer/Wine Permit -*Available at Duck Pond Pavilion and Porter Court Plaza*

**FEE TOTAL:** \_\_\_\_\_

*(Use Fee & Security Deposit Information Below)*

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

Name of Group/ Individual \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date and Time of Proposed Event \_\_\_\_\_

Number of People Attending \_\_\_\_\_

Total Hours of Use \_\_\_\_\_  
(including set up & take down)

Special Requirements and Event Features: \_\_\_\_\_

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

**The use of Fontana Park Facilities requires a \$75.00 Use Fee for Residents/Property Owners, Sponsored Individuals and Non-Profit Organizations, OR a \$150.00 Use Fee for Non Residents; AND a \$50 refundable Security Deposit. A Beer/Wine consumption permit for Duck Pond Pavilion or Porter Court Plaza events requires a double Use Fee and a \$150.00 security deposit.** Permit applications must be submitted at least 30 days prior to proposed event, and at least 60 days prior to a proposed event at the Duck Pond Pavilion or Porter Court Plaza at which beer and/or wine will be served. A copy of the issued permit must be in your possession at the event.

_____	_____	_____	_____
Park Commission Approval	Date	Denial	Date

_____	_____	_____	_____
Village Board Approval	Date	Denial	Date

## Village of Fontana-on-Geneva Lake Park Facilities Use Policy

*The Village of Fontana-on-Geneva Lake is proud of its facilities and encourages the public (residents and non-residents) to use them for special events, excluding commercial use. We request that you assist us in maintaining them and that you not abuse the privilege of using them.*

### **Policies and Procedures:**

- Approval of this permit application is at the discretion of the Village Park Commission and Board of Trustees and no reason for denial of a permit will be required. Reservations will be issued on a first come, first served basis, except for those organizations that have traditionally reserved a park for a certain day in the past take precedence. This permit is only good for the date(s) and time(s) shown on Page No. 1.
- No camping is allowed.
- Events must be held within posted park facilities hours. The Duck Pond Recreation Area and all village parks close at dusk.
- Liquor is NOT PERMITTED in any parks or park facilities, including Porter Court Plaza or Duck Pond Recreation Area.
- A Beer and Wine consumption permit may be obtained for Duck Pond Pavilion or Porter Court Plaza for a Double Use Fee. The consumption of fermented malt beverages or wine as allowed with this permit will be limited to adults 21 years of age and older. No beer or wine shall be sold or given to minors. No glass bottles or containers allowed, only cans and cups. No one shall leave Duck Pond Pavilion or Porter Court Plaza areas with open intoxicants. The person signing this application will be responsible for violations. This permit must be available to the police during the event.
- Prior to leaving the facility the Permit holder is responsible for ensuring all refuse has been picked up and placed in appropriate containers. If clean up is not completed, the Security Deposit will not be refunded. Permit holders may also be charged for additional labor if required. Security deposit refunds will be made once monthly after the regular Village Board meeting.
- Duck Pond Pavilion Rentals: Facilities must be wiped down, locked, and secured before leaving.
- The Village shall not be held responsible for personal articles left on the premises.
- Individuals or groups using the facilities are responsible for any damage to the area or equipment and will be expected to pay for the damage and/or labor required to repair. Any damage will be billed to the Permit holder, pursuant to Ordinance 1-12-98-1.
- The Reid Park Gazebo may be reserved for a period of up to \_\_\_\_\_ hours.
- The Duck Pond Pavilion may be reserved for a period of up to \_\_\_\_\_ hours.
- The date and time of the event will be entered in the official Village Calendar by the Village Clerk.
- Cancellation Policy: Park Permit Application fee is non-refundable. Park Reservations may be rescheduled within one-year of the date of cancellation. If the reservation is cancelled and not rescheduled, the Park Permit Fee will be retained by the Village and only the Security Deposit will be refunded.

I have reviewed and understand the above policies and procedures regarding the rental and use of the facilities identified on this form.

Signature of Applicant/Contact Person

Date

Print Name and Mailing Address