

**City of Tomah**  
**819 Superior Ave.**  
**Tomah, WI 54660**  
**(608) 374-7445 or (608) 374-7420**

APPLICATION FOR RENTAL OF RECREATION PARK FACILITIES AND  
HOLD HARMLESS AGREEMENT

We/I, the undersigned, do hereby make application to rent Recreation Park facilities under the terms and conditions set forth in this application.

We/I agree that any damage occurring to said property, over and beyond reasonable wear and tear, shall be paid for by the undersigned to the City of Tomah (City).

Cleaning of buildings will be assumed by the applicant under the direct supervision of the foreman of the Parks and Recreation Department. Cleaning of the grounds will be assumed by the applicant, unless under 'special provisions'. The following conditions shall be met: 1) decorations removed; 2) floors swept; 3) garbage placed in dumpsters; 4) lights turned off; 5) thermostats turned down; and 6) doors locked. Any damage must be reported to the department. **Cost of any repairs or failure to comply with the aforementioned conditions will be deducted from the security deposit.** The security deposit or balance of same will be mailed to the applicant within ten (10) days following the inspection of the premises.

**THE UNDERSIGNED ASSURES COMPETENT ADULT SUPERVISION OF THE EVENT, ASSUMES ALL RESPONSIBILITY FOR ANY LIABILITIES OCCURRING AT SAID EVENT, AND DOES HEREBY INDEMNIFY AND HOLD THE CITY AND ITS AGENTS HARMLESS FOR ANY AND ALL PERSONAL LIABILITIES, INCLUDING ANY DAMAGES TO PERSON OR PROPERTY. THE UNDERSIGNED MUST OBTAIN ALL NECESSARY PERMITS FOR SAID EVENT. A CERTIFICATE OF INSURANCE IS REQUIRED, UPON REQUEST, BY THE CITY.**

DATE OF EVENT \_\_\_\_\_ SET-UP DAY \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

(Please indicate which facility or facilities you wish to rent.)

RECREATION BUILDING (MAIN HALL) _____	EXHIBIT BUILDING _____	MULTI-PURPOSE _____
RECREATION BUILDING (NORTH HALL) _____	FARM PROGRESS BUILDING _____	GRANDSTAND _____
RECREATION BUILDING (BOTH HALLS) _____	PROGRESS PULL BUILDING _____	GROUNDS _____

NAME OF ORGANIZATION \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

NAME, ADDRESS AND PHONE NUMBER OF PERSON IN CHARGE, IF DIFFERENT THAN THE APPLICANT: \_\_\_\_\_

ALL APPLICATIONS MUST BE APPROVED BY THE PARKS AND RECREATION COMMISSION. APPLICATIONS SHOULD BE ON FILE AT LEAST SIXTY (60) DAYS BEFORE THE EVENT. THE SECURITY DEPOSIT, RENT AND LICENSE FEES ARE DUE AND PAYABLE **SIXTY (60) DAYS** PRIOR TO THE EVENT. IF AN EVENT IS CANCELLED LESS THAN THIRTY (30) DAYS PRIOR TO THE DATE OF THE EVENT AS STATED ON THE APPLICATION, THE SECURITY DEPOSIT WILL BE FORFEITED BY THE APPLICANT.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

(OFFICE USE ONLY):

AMOUNT PAID \_\_\_\_\_ RECEIPT NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

SECURITY DEPOSIT RETURNED TO \_\_\_\_\_ DATE \_\_\_\_\_

SPECIAL PROVISIONS \_\_\_\_\_

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