



MENOMONEE FALLS  
**DOWNTOWN**  
wheremain&appletonmeet

# VILLAGE PARK RENTAL APPLICATION

with Menomonee Falls Downtown, Inc (MFDI)

---

## 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 cleanup to be completed at the end of each day's event. Renter is responsible for cleanup. Garbage cans and liners will be provided.

---

## 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

---

**Please submit application at least 45 days prior to your event.  
Additional information may be required upon review.**



MENOMONEE FALLS  
**DOWNTOWN**  
wheremain&appletonmeet

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

- Entire Park    Milwaukee Tool Amphitheatre & Great Lawn    Bar Service (in The Garden)  
 The Garden    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), applicant is required to submit a diagram or map showing all the items that apply.

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

**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 is allowed to distribute alcoholic beverages in Village Park)*

**Please submit application at least 45 days prior to your event.  
Additional information may be required upon review.**



## Please review your application for completeness

---

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) 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**

**PO BOX 1001**

**Menomonee Falls, WI 53052**

menfallsdowntown@gmail.com

908-295-9808

**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 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

---

**Please submit application at least 45 days prior to your event.  
Additional information may be required upon review.**



# VILLAGE PARK RENTAL AREA DETAILS & FEES

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

---

## Entire Park

- Full Day Rate: \$900
  - Non-Profit/BID Member Rate: \$600
- Half-Day Rate: \$450
  - Non-Profit/BID Member Rate: \$300
- Refundable Damage Deposit: \$100

**Additional Fees** - may apply based on number of attendees. See Options section for details

## Milwaukee Tool Amphitheatre & Great Lawn

- Full Day Rate: \$600
  - Non-Profit/BID Member Rate: \$400
- Half-Day Rate: \$300
  - Non-Profit/BID Member Rate: \$200
- Refundable Damage Deposit: \$100

**Additional Fees** - may apply based on number of attendees. See Options section for details

## The Garden

- Full Day Rate: \$300
  - Non-Profit/BID Member Rate: \$200
- Half-Day Rate: \$150
  - Non-Profit/BID Member Rate: \$100
- Refundable Damage Deposit: \$100

**Additional Fees** - may apply based on number of attendees. See Options section for details

## Greater Menomonee Falls Foundation Pavilion & Plaza

- Full Day Rate: \$200
  - Non-Profit/BID Member Rate: \$150
- Half-Day Rate: \$100
  - Non-Profit/BID Member Rate: \$75
- Refundable Damage Deposit: \$100

**Additional Fees** - may apply based on number of attendees. See Options section for details

---

## OTHER FEES & RENTAL OPTIONS

### Bar Service - The Garden

**(Required)** when alcoholic beverages are being distributed and/or sold)

- Full Day Rate: \$400
  - Non-Profit/BID Member Rate: \$350
- Half-Day Rate: \$200
  - Non-Profit/BID Member Rate: \$175
- Refundable Damage Deposit: \$100

Includes:

- Bar Manager, Bar Staff & Class B License
- The Garden & Containers
- Cash Bar - POS provided upon request
- Charged for any used and open cases

Additional Fees:

- Total beverage costs (see separate cost sheet)
- Only unopened cases can be returned
- Ice

**Tips Collected:** 100% to the Bar Staff. If renter is supplying the bar staff then 25% to Bar Manager (Licensed Bartender) and 75% to renter.

**Bar Sales:** 100% of the proceeds to MFDI. If renter supplies the bar staff then net proceeds go to the renter.

**Please Note:** ALL Bar Service renters must purchase MFDI supplied beverages.

### 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