



Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

Community Special Event Packet

A **SPECIAL EVENT** is defined as any event that will meet at least one of these stipulations:

- 200 or more people in attendance
- Open to the public
- Sales of any kind (ticket for entry, concessions, alcoholic beverages, etc.)
- Special events include but are not limited to Run/Walk Events, Fundraisers, Car/Tractor Shows, and Tournaments

Special Event Application Process:

1. Create an Organizational Civic Rec account at villagesussex.org/services/recreation/programs/register online.
2. Fill out the attached Application for a Special Event.
3. Submit a nonprofit form (if applicable). Nonprofits receive resident fee discount.
4. The application will need two approvals: Park & Rec Board (3rd Tuesday of the month at 6:30 pm in the Civic Center Community Room) and Village Board (4th Tuesday of the month at 6:00 pm in the Civic Center Board Room). Board approval is required for the first year of the event or if there are substantial changes to your reoccurring event. **It is highly recommended that you attend these meetings.**
5. After your rental application has been approved and processed you will receive an invoice. Fees and deposit must be paid within 30 days of invoice.
6. Provide proof of Event Liability Insurance. The liability insurance must be written by an insurance company licensed to do business in the state of Wisconsin. It shall contain the endorsement for contractual liability to support the indemnity and hold harmless provision of the policy, covering death, personal injury and property damage in the amount of one million dollars while naming the Village of Sussex as an additional insured.



Application for a Special Event

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EVENT INFORMATION - Answer all questions completely

Organization Point of Contact: _____

Name of Event: _____

Date(s) of Rental: _____

Rental Hours (including set-up/take-down): _____

Estimated Parking Needs: _____ Estimated Attendance: _____

Location of Event: _____ Village Park _____ Armory Park _____ Civic Center

Check the following applicable components
of your event:

_____ Fundraiser

_____ Sell concessions/Sales of Any Kind

_____ Food Trucks

_____ Fireworks Display

_____ Overnight Camping

_____ Attracts more than 200 people

_____ Amusement Rides, Inflatables

_____ Tractor Show/Pull

_____ Parade or Run/Walk event

_____ Other (explain)

Please describe the purpose of your event, list any additional activities at your event or special requests:

RENTAL FEES:

Check, cash and credit card are accepted (checks payable to: Village of Sussex). A convenience fee will be added to transactions paid with a credit/debit card. After your rental application has been processed and approved an invoice will be created. Fees and deposit must be paid within 30 days of invoice.

(R) - Resident, (NR) - Non-Resident. A resident is classified by the municipality to whom you pay your taxes.

\$150.00 REFUNDABLE DEPOSIT REQUIRED WITH ALL RENTALS.

RENTABLE SPACES:

Park Open Air Shelters

(Capacity determined by # of picnic tables at each shelter.

Picnic tables will not be relocated)

- _____ \$155R/ \$184NR Village Park Lions Open Air Shelter (Cap. 240)
- _____ \$55R/ \$69NR Village Park Early Days Open Air Shelter (Cap. 40)
- _____ \$80R/ \$100NR Village Park North Open Air Shelter (Cap. 60)
- _____ \$45R/ \$57NR Village Park Concession Stand Shelter (Cap. 30)
- _____ \$40R/ \$50NR Armory Park Open Air Shelter (Cap. 24)

Enclosed Park Facilities

- _____ \$100R/ \$125NR Village Park Lion's Building (Cap. 40)
- _____ \$75R/ \$94NR Armory Concession Stand w/ shelter Cap. 40)
- _____ \$75R/ 94NR Madeline Park Train Depot (Cap. 25)

The Grove: Oak Room

(Capacity 150) (2 hour minimum)

(Seated at Tables 104)

- _____ \$55/ hour (R)
- _____ \$69/ hour (NR)

The Grove: Maple Room & Kitchen

(Capacity 75) (2 hour minimum)

(Seated at Tables 48)

- _____ \$45/ hour (R)
- _____ \$57/ hour (NR)

Green Space (Approval Needed)

- _____ \$25R/ \$32NR (Village Park Designated Green Space)
- _____ \$25R/ \$32NR Circlemasters Green Space

Disc Golf

- _____ \$100R/ \$125NR Closure for special event
- _____ \$25R/ \$32NR League (3 hour period per day)

Baseball/Softball Diamonds (3 hour period/field)

- _____ \$30 Village Park #1 South
- _____ \$30 Village Park #2 Central
- _____ \$30 Village Park #3 North
- _____ \$30 Village Park Lighted Diamond
- _____ \$10 Lights for Lighted Diamond (fee/day)
- _____ \$30 Hardball Diamond
- _____ \$30 Armory Park #1
- _____ \$30 Armory Park #2
- _____ \$30 Armory Park #3
- _____ \$30 Armory Park #4 (T-ball/Little League)
- _____ \$20 Field Prep Per Diamond
- _____ \$200 Tournament Fee per field

Tennis Courts (3 hour period/court)

- _____ \$10R/ \$13NR Melinda Weaver #1
- _____ \$10R/ \$13NR Melinda Weaver #2

Volleyball Courts (fee per court)

- _____ \$10R/ \$13NR Village Park #1
- _____ \$10R/ \$13NR Village Park #2

Soccer Fields (3 hour period per rental)

- _____ \$30 Armory #1-6 _____ \$5 Armory #7

Sussex Civic Center (2 Hour Minimum)

Board Room - Dimensions 49'x 37'

Capacity 125/ Seated 80

- _____ \$40/ hour (R)
- _____ \$50/ hour (NR)

Board Room w/ Patio - Dimensions 99' x 46'

Patio Capacity 190/ Seated 48

- _____ \$75/ hour (R)
- _____ \$94/ hour (NR)

Community Room—Dimensions 64' x 29'

Capacity 125/ Seated 80

- _____ \$40/ hour (R)
- _____ \$50/ hour (NR)

Craft Room (Capacity 20)

- _____ \$20/ hour (R)
- _____ \$25/ hour (NR)

Multipurpose Room - Dimensions 50' x 90'

Capacity 225/ Seated 192

- _____ \$80/ hour (R)
- _____ \$100/ hour (NR)
- _____ \$55 kitchen flat fee

Studio (Capacity 40)

No food/beverages allowed

- _____ \$20/ hour (R)
- _____ \$25/ hour (NR)

EVENT DETAILS	NO	YES	ACTION TO BE TAKEN	FEE
Will there be outdoor amplified sound?			See Chapter 9 in Village of Sussex Municipal Code regarding noise regulations.	
Will alcohol be consumed?			\$15 Beer/Beverage Permit Fee per day	
OR				
Will alcohol be sold? (This includes any charges made for alcohol directly or indirectly for alcohol)			\$10 Temporary Alcohol License, \$10 Operator License for each individual serving alcohol and actual cost for each background check. The Village Clerk's office MUST be contacted (262-246-5200) to obtain rules & regulations regarding sales, service and permit applications no later than thirty (30) days prior to the rental.	
Are you requesting any Village street(s) to be closed to traffic?			Prepare traffic control plan in conformance with Waukesha County Sheriffs Department and provide to the Village of Sussex.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?			Must contact Diggers Hotline at least 14 days in advance to have the area marked. Any fees will be the responsibility of the renter.	
Will you be using electricity?			Use of electricity may be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?			Provide your anticipated refuse and recycling needs. An additional fee may apply.	
Do you plan to provide additional portable toilets at your event based on expected attendance?			Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events required. If not, Village of Sussex staff will determine needs for additional restrooms and bill you accordingly. For any special event, port-o-johns will be assessed a special cleaning fee for each day of the event if using Village port-o-johns.	
Have you provided a plan that includes information about security and emergency services on your site plan?			Consultation with the Fire and Sheriff's Dept. may be needed.	
Will you be having any kind of animals, performances, or amusement rides?			Must provide a certificate of insurance listing Village of Sussex as additional insured.	
Have you determined your parking plan?			Please provide details.	
Are you requesting the use of traffic safety equipment, signs or barricades?			Please provide details of number and event location of requested traffic safety equipment. Additional fee may apply.	
Does your event have a fireworks display?			A permit is required from the Fire Dept and a copy must be given to the Village of Sussex.	

TOTAL OF FEES