

Park Shelter Rental Agreement

Norm Plaza Shelter; Gooding Shelter; Municipal Center Shelter

Rental Fee: \$40 resident \$60 non-resident
Security Deposit: \$50

Buska (Sunset) Shelter; Friendship Shelter (added amenities)

Rental Fee: \$50 resident \$70 non-resident
Security Deposit: \$50

Please Note: If paying by check, check is cashed.

Deposit will be forfeited completely if key is not returned (if provided).

RESERVATION IS FOR SHELTER AREA ONLY. IT DOES NOT INCLUDE PUBLIC PLAY AREAS.



Applicant Name _____ Phone Number _____

Address _____

Email Address _____

Organization (if applicable) _____ Type of Event _____

Date of Event _____ Time Period of Event _____

Please circle which shelter you would like to reserve:

Norm Plaza Shelter (Electricity) Gooding Shelter Municipal Shelter (Electricity) Buska Shelter (Electricity & Water, formerly Sunset Park) Friendship Shelter (Electricity & Water) Seville Shelter

Reservation Terms and Conditions:

A refundable security deposit is required to insure that the conditions of the agreement are met. The applicant is responsible for cleaning the shelter before closing time (cleanup checklist attached). Additionally for Sunset and Friendship Park, the Village is providing a key for the bathrooms to you; if you do not return the key to the Village offices after your event, you will forfeit your entire security deposit. Any additional maintenance or clean up required beyond considered normal for the shelter will be billed to the applicant. I agree to accept full responsibility for the terms and conditions of this application, and state that it is accurate and complete. I also agree to indemnify and hold harmless the Village of Kronenwetter, their employees, elected and appointed officials from any liability from claims of bodily injury, property damage and of any other nature arising from the use of the Village property by applicant, the organization or its members, invitees and guests. I have received a copy of the PROCEDURES AND USAGE attached to this form. I agree to abide by all rules and regulations as established by the Committee for use of buildings and facilities.

Applicant Signature _____ Date _____

Village Staff Member Signature _____ Date _____

- Office Use Only -				
Rental Fee Paid:	Amount \$ _____	Check # _____	Cash	CC/DC _____
Security Deposit Paid:	Amount \$ _____	Check # _____	Cash	CC/DC _____
Security Deposit Refunded:	Amount \$ _____	Check # _____	Refund Date	_____
Key # _____	Check Out Date _____	Key Return Date _____		
Copy to Police Department			(VB APPROVED 9/10/13)	



PARK SHELTER RENTAL PROCEDURES AND USAGE

- A. Hours - Park hours are from 7 a.m. to 10 p.m. Monday through Friday.
- B. Before making a reservation, please check availability on the calendar on the Village website (www.kronenwetter.org) or by calling the Municipal Building at (715)693-4200. Making a reservation via mail or online in no way guarantees availability as it is on a first come, first served basis. Reservations will be accepted up to one (1) year in advance of the event date.
- C. Before a reservation for the Village's park shelters can be booked, a Park Rental Agreement must be completed and returned to the Municipal Center with the appropriate rental fee and security deposit. The Village will provide a key to the bathrooms at Buska and Friendship Park one week before the event. The key may be picked up at the Municipal Center located at 1582 Kronenwetter Drive between the hours of 8:00 a.m. through 4:30 p.m.
- D. For larger events or commercial events please check with Village staff on whether or not the event would need to be reviewed by the Community Life, Infrastructure and Public Property Committee beforehand. Example: Festivals, musical performances, etc.
- E. Key return – The reservation key must be returned to the Municipal Center located at 1582 Kronenwetter Drive at the end of the event. A reservation key drop box is located at the front entrance of the municipal building (on the right wall). Renters who do not turn in a key will forfeit their entire security deposit.
- F. The security deposit is refundable after the event is over and the area has been inspected for damage or additional clean up. Refunds may take up to two (2) weeks to receive after an event. The facility is expected to be left in the same condition as the renter found it. Failure to clean adequately will result in forfeiture of the security deposit at the rate of \$100 per hour. If clean up or damage exceeds the security deposit a separate billing will be sent to cover additional costs for needed repairs or cleanup. **TIP:** Take photos of before your event and after you have cleaned and are ready to leave the shelter/building.
- G. Grills – if you bring a grill please make sure the coals are cold and do not have the ability to start another fire before you dispose of them!
- H. Due to vandalism in the parks the **renter is responsible to BRING TOILET PAPER, PAPER TOWELS, SOAP and BROOM** to sweep the floor after the event. Toiletries are not furnished by the Village.
- I. The user is expected to clear and clean the building and the area around the building after use. A cleanup checklist is provided. Please separate trash and recyclables. Do not leave full garbage bags outside of the bins. Carry out any trash that cannot fit in the garbage bins. **TIP:** Take photos of before and after when you have cleaned and are ready to leave the shelter/building.
- J. Do not pour or dump anything down any storm sewer drain(s).
- K. Advertising is prohibited in Village parks. No additions, alterations or changes to park grounds and structures are permitted without prior written consent of the Village.

- L. Decorations – The use of lighted candles or other combustible materials inside of the shelters is prohibited. Decorations placed in or on the shelter shall be removed when the event is concluded. The use of confetti is discouraged. Any decorations that were thrown, such as confetti, on the ground around the shelter should be picked up to the best of the ability of the renter. Any staples, nails or other methods used to adhere decorations to a table or post shall be removed by the renter.

NOTE: Friendship, Buska and Municipal Parks – There are separate circuits for electrical outlets. To avoid blowing a fuse, do not plug all your electronics into one outlet. There will be no one available to get the power back on during weekend events!

CANCELLATION & RESCHEDULE POLICY

Security deposits are fully refundable in the event of a cancellation. Rental fee is fully refundable if cancellation is made at least five (5) days before the event date. If change is not made at least five (5) days before the event date, rental fee will be refunded less a \$25 administrative fee.

Outdoor activities are subject to inclement weather. Therefore, the Village of Kronenwetter cannot take responsibility for the weather. Rescheduling may take place under certain circumstances. If snow is present or a rainout occurs the day of the event, it is the applicant's responsibility to contact the Village of Kronenwetter within one (1) week of the reserved date to reschedule. If contact is not made within one (1) week of the reserved date, fees and the possibility of reschedule will be forfeited.

If you need Village assistance during your event, please contact Marathon County Dispatch at 715-261-1200 and ask for a Kronenwetter Police Officer.

SHELTER CLEAN UP CHECKLIST

- ___ Picnic Tables/Tables are washed and wiped down
- ___ Floors swept
- ___ Restrooms are inspected and cleaned (Buska Park & Friendship Park Only)
- ___ Grounds outside of shelter are inspected and any garbage, cigarette butts or litter is picked up and put in trash.
- ___ Garbage is removed and placed in bins.

THANK YOU