



DOEPKE PARK SHELTER RENTAL AGREEMENT – 2025

Applicant/Organization: _____
Applicant's Address: _____ City/State/Zip: _____
Contact Person: _____ Phone # and email: _____
Type of Event: _____ Event Date: ____/____/____ Time of Event: _____

Tax Exempt? YES ☐ NO ☐ (For Non-Profit Organizations- **Must include Tax Exempt Certificate or WIS-211 Form.** All payment must be made from the organization, no personal accounts. Failure to do so will result in full standard rental fees).

Please answer all the following:

Approximate # of Attendees: _____
(Max Shelter Occupancy is 50 per State Code. Larger events with 100 or more attendees will need consultation with Streets and Parks Director.)

Will there be a fee to attend? ☐ Yes ☐ No
(If yes, please provide Certificate of Insurance naming the Village of Rib Mountain as additionally insured.)

Will there be a tent setup? ☐ Yes ☐ No
(If yes, please complete a Tent Permit Agreement. Tents exceeding 100 sq ft are subject to an additional **\$35.00 fee**. See approved Tent Location Map)

Will food be served? ☐ Yes ☐ No
(If yes, check applicable) ☐ Catered ☐ Prepared ☐ Grilled

Will there be Live music? ☐ Yes ☐ No
(If yes, please review Rib Mountain Municipal Code 9.21 – Noise Regulations)

Will Heat be needed? ☐ Yes ☐ No
(Heat is required for Winter Rentals from Nov – Apr, but can also be requested for summer rentals for an additional **\$25.00 fee**)

Who is Picking Up the Key? (Must show ID at time of pick-up)

Summer Rentals: Sunday – Saturday 10:00 am to 10:00 pm from May through October

Note: The park shelter is NOT air conditioned and rental does not include use of the baseball fields. This is a public park and you are only renting the shelter. All common areas are open to the public.

Fees: \$225 Standard Rental (\$75.00 Deposit, \$150.00 Shelter Rental)

\$175 Non-Profit Rental (\$75.00 Deposit, \$100.00 Shelter Rental)

All forms must be completed and turned in at the time of reservation in order to hold shelter date. This includes all non-profit.

Winter Rentals: Sunday – Saturday 10:00 am to 10:00 pm from November through April

Note: This is rental of the North section of the shelter. Warming area (Kitchenette) is open to the public during rink hours. Heat is required on the rental agreement at the time of payment. No portable heaters are allowed inside or outside the shelter.

Fees: \$250 Standard Rental (\$75.00 Deposit, \$150.00 Shelter Rental, \$25.00 Heat)

\$200 Non-Profit Rental (\$75.00 Deposit, \$100.00 Shelter Rental, \$25.00 Heat)

All forms must be completed and turned in at the time of reservation in order to hold shelter date. This includes all non-profit.

All applicable taxes are included in the cost of the rental. Cancellations more than 30 days before the event will receive a refund minus a \$50.00 administrative fee. Cancellations 30 days or less before the event will receive a refund minus a \$100.00 administrative fee.

Indemnity & Agreement: In consideration for the Village of Rib Mountain renting the use of the Doepke Recreation Area Shelter to said organization / family / individual, hereby covenants and agrees to indemnify and hold harmless the Village of Rib Mountain from and against any and all claims, loss, damage or injury which in any manner or from any cause sustained by reason and/or result of the use of said facility and/or park from all costs or expenses that may in any manner grow thereof. The undersigned further agrees to abide by all ordinance of the Village of Rib Mountain particularly those regulating the use of the premise rented. The undersigned states they are duly authorized to execute this Indemnity and Agreement on behalf of said organization / family / individual; that they have read the foregoing and that they have received a copy thereof.

Applicant Signature: _____ **Date:** _____