

# CITY OF OCONTO FALLS

500 NORTH CHESTNUT PO BOX 70

OCONTO FALLS, WI 54154-0070

PHONE: 920-846-4505

FAX: 920-846-4516



## ENCLOSED PARK SHELTER AT MEMORIAL FIELD RESERVATION FORM

Individual or Group Requesting Facility: \_\_\_\_\_

For organized groups, can you provide us with Proof of Liability Insurance? \_\_\_ yes \_\_\_ no  
(Proof of Insurance is required for all organized group events. ie: Clubs, Legion Halls, Churches...)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Total Attending: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**Resident User Fee: \$60.00**

**Non-Resident User Fee: \$120.00**

**Refundable Deposit: \$120.00**

**Please write two checks - one for fee, one for deposit**

*This fee covers only the enclosed park shelter building with the attached open area under roof, including tables and benches, bathrooms and use of electricity.*

**Alcohol Beverage Permit: \$18.00 (Alcohol permit fee can be combined with user fee payment)**

*If your guests will be consuming alcoholic beverages, there is an additional license fee of \$18.00. This permit DOES NOT cover the sale of alcohol, only for personal consumption.*

**Reservations:** No reservations will be accepted over the telephone. Reservations are on a first come, first served basis. Reservations must be made at City Hall, 500 N. Chestnut Avenue, Oconto Falls, Wisconsin. User fee and Deposit fee must be paid at the time of reservation. Checks should be made payable to "City of Oconto Falls." Cancellations will be allowed until two weeks prior to reservation. After that time fees will be forfeited. Contact City Hall to cancel.

**Keys:** Keys for the facility may be picked up at City Hall the day prior to the event, except in the case of weekends when they may be picked up on the Friday before. Keys must be returned the day following the event or the next possible day when City Hall is open for regular business. Failure to return the keys will result in forfeiture of the deposit.

Application Received - Date: \_\_\_\_\_ Total Amount Received: \_\_\_\_\_

Proof of Insurance Provided: \_\_\_\_\_ Received By: \_\_\_\_\_

## **POLICIES FOR PARK SHELTER FACILITY RENTAL**

### **Hours**

Park Shelter is available for rental between the hours of 8:00 am and 10:00 pm. Premises must be cleaned and park vacated prior to closing time. Failure to clean the premises will result in the forfeiture of your security deposit.

### **Alcohol Beverages**

Pursuant to Municipal Ordinance Section 360-4, NO alcohol beverages may be consumed without a permit. An alcohol permit must be obtained prior to the event from the Oconto Falls Municipal office. Glass beverage bottles are prohibited in the park area and park shelter building. Any person under 21 years of age shall NOT consume alcoholic beverages in the pavilion or park area.

### **Cancellation**

Cancellations will be allowed until two (2) weeks prior to reservation. After that time fees will be forfeited. Contact City Hall to cancel at 846-4505.

### **Security**

It is understood that a Police Department officer or any other official employee of the Oconto Falls Park & Recreation Department has the right to enter the premises at any time.

### **Liability**

The City of Oconto Falls shall not be liable for any injuries, deaths or property damage from the use of the above stated facility. The City of Oconto Falls is not responsible for articles left, lost or stolen at the facility.

### **Tents**

No tents or obstructions are permitted in the park except with the permission of the Street Department Superintendent. Call Terry Magnin at 846-4513.

### **Grills**

No grills are provided in the park area. They may be brought into the park and shelter area as long as ashes and coals are disposed of safely in proper receptacles.

### **Vehicles**

Motor vehicles are not allowed to be parked or driven on the running track. The running track is not a designated roadway within the park. No vehicles at any time are allowed to drive on the track for the purpose of loading and unloading event supplies. If ANY vehicles are noted, you will forfeit your security deposit. The City of Oconto Falls Police Department may also enforce violations of this policy with citations. Motor vehicles may enter the interior of the park area using the gate off Caldwell Avenue by the volley ball courts. Motor vehicles may use the designed parking area by the volley ball courts or park in the lot outside the fenced area.

### **Games**

No person shall play ball or other action games in the park except in designated areas.

### **Clean-up**

It shall be the responsibility of the renter to maintain the facility in a safe and sanitary condition. Upon completion of your activity, all decorations, tables, floors, etc., shall be cleaned and litter properly placed in the dumpster located in the parking lot. Where applicable, lights, doors and windows shall be secured and doors properly placed and closed.

**Renter agrees to pay additional fees for damages for extra time required to clean and restore the facility.** This amount shall be determined by the Oconto Falls Park and Recreation Department.

**I understand the rental policies and agree to abide by those terms and conditions.**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ (home) \_\_\_\_\_ (work)

**REFUND INFORMATION**

Refund payable to: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

**\*\*\*Office Use Only\*\*\***

**Inspected by** \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Comments:

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Refund Issued - Date: \_\_\_\_\_ Amount of Refund: \_\_\_\_\_

Additional Funds Required: \_\_\_\_\_ Date Received – Additional Funds: \_\_\_\_\_