

**CITY OF OCONTO FALLS**

500 NORTH CHESTNUT PO BOX 70

OCONTO FALLS, WI 54154-0070

PHONE: 920-846-4505

FAX: 920-846-4516



**ENCLOSED SHELTER / PAVILION AT MEMORIAL FIELD  
RESERVATION FORM**

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

*(Proof of Insurance is required for all organized group events. i.e.: Clubs, Legion Halls, Churches...)*

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

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

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

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

**Renter agrees to pay additional fees for damages for extra time required to clean, repair and/or restore the facility.** The City of Oconto Falls Street Department shall determine this amount and you will be contacted. If rental is left in the same condition as entering; your deposit check will be shredded after event.

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

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

**Resident User Fee: \$75.00**

**Non-Resident User Fee: \$150.00**

**Refundable Deposit: \$150.00 Please write two checks - one for fee, one for deposit**

*This fee covers the open pavilion with attached kitchenette, tables, public restrooms and use of electricity.*

**Alcohol Beverage Permit: \$20.00 (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 \$20.00. This permit DOES NOT cover the sale of alcohol, only 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 the Oconto Falls Municipal Building, 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 gates, bathrooms, and kitchenette 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 Rec'd - Date: \_\_\_\_\_ Total Amount Rec'd: \_\_\_\_\_

Rec'd By: \_\_\_\_\_ Insurance Provided: \_\_\_\_\_ Keys given: \_\_\_\_\_ Keys ret: \_\_\_\_\_ Ck shrd: \_\_\_\_\_

# **POLICIES FOR MEMORIAL FIELD 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 alcoholic 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 / Assistance**

It is understood that a Police Department officer or any other official employee of the City of Oconto Falls has the right to enter the premises at any time. In the event others are occupying your rented shelter and will not leave when asked; please contact the O. Falls Police non-emergency number for assistance @ 920-846-4500. On weekends, you will be directed to dispatch who will contact an officer and send to the park for you.

## **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 without permission from the Street Department. Please make arrangements prior to event by calling Terry Magnin @ 920-846-4505; M-F.

## **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 on any grassy areas within the park. There is a gravel roadway coming off of Caldwell Avenue and continues up to the running track within the park. Vehicles are allowed on this roadway and track for unloading purposes only; however, may not remain parked there. Vehicles may park in the designated parking area outside the fenced area by Caldwell Avenue or in the parking lot off Adams Street. The Oconto Falls Police Department may enforce parking violations if not followed.

## **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 garbage placed in trash barrels provided at the facility. City Street Department will empty trash barrels daily. Where applicable, lights, doors and windows shall be secured and doors properly closed and locked.