

DPW-Clintonville Parks & Recreation Division

Park Shelter Rental Request Form



APPLICANT INFORMATION:

Event Applicant's Name: _____ Organization: _____
Address: _____ City, State Zip: _____
Phone: _____ E-mail: _____

RENTAL INFORMATION:

Date(s) Requested: _____ Type of Activity: _____

Rental Time (including set up/clean up*): _____ am/pm - _____ am/pm Estimated Attendance: _____

Shelter Reserved: W.A. Olen Park: Enclosed Shelter Lions Open Shelter
Bucholtz Park: South Open Shelter Softball Open Shelter (does not include Concession Stand)
 North Open Shelter

Daily Rental Rates: Enclosed Shelter: \$80.00 Resident/\$100 Non-Resident Enclosed Shelter Early Set-up (based on availability):
\$30 Resident/\$40 Non-Resident Closed Shelter Event for Profit \$200 Open Shelter: \$45.00 Resident/\$100 Non-Resident
 Open Shelter Event for Profit \$100

Rental Fee: \$ _____

(Checks written out to the "City of Clintonville", mailed or dropped off at City Hall - 50 10th St., Clintonville, WI 54929)

NOTE: Fee includes applicable sales tax unless except organizations have on file with the City of Clintonville the proper sales tax exemptions form.
Please call City Hall for the Security Refund Policy

USAGE:

1. Will you be serving food? Yes No

If yes to food, please understand that food is only allowed in the Kitchen, Rooms 101, 102 & 103. Everything needs to be cleaned-up after event. (Dry Mop & Wet Mop is located in the Maintenance Room).

Initials

2. City Ordinance 9.08 (2) (e) requires you to obtain the authorization of the Park & Recreation Division to possess and/or consume beverages at the Community Center. Do you intend to have alcoholic beverages at your activity? Yes No

Initials

3. The Park and Recreation Division hereby grants authorization to possess and consume fermented malt beverages and/or intoxicating liquor during this rental.

Authorized by: _____

Director of Public Works Signature/Date

CONDITIONS: PLEASE REFER TO THE CLINTONVILLE PARKS & RECREATION DIVISION PARK SHELTER RESERVATION & USAGE GUIDE INSTRUCTIONS

AGREEMENT:

The undersigned hereby makes application to the City of Clintonville for the use of the facility described above and certifies that the information given in the application materials is correct. The undersigned further states that he/she has the authority to make this application for the Event Applicant and agrees that the Event Applicant will observe the rules, regulations, policies and procedures of the City of Clintonville & Park & Recreation Division. The Event Applicant agrees to exercise the utmost care in the use of the premises and property and to hold the City of Clintonville harmless from all liability resulting from the use of said facilities. The event applicant further agrees to reimburse the City of Clintonville for any damage arising from the Event Applicant's use of the said facility. The Event Applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental period.

I have been presented with the Clintonville Park Shelter Reservation & Usage Instruction Form, read, understood, and agree to comply with all procedure in the City of Clintonville Community Center Usage Instructions Form.

SIGNATURE (REQUIRED): Event Applicant: _____ Date: _____

NAME PRINTED (REQUIRED): Event Applicant: _____

Director of Public Works Coordinator Signature: _____ Date: _____