# Park Shelter Rental Agreement

village of Kronenwetter
1582 Kronenwetter Drive
Kronenwetter, WI 54455
715-693-4200
www.kronenwetter.org

**Norm Plaza Shelter; Gooding Shelter; Municipal Center Shelter**
*Rental Fee: $40 resident $60 non-resident*
*Security Deposit: $50 (separate payment)*

**Sunset Shelter; Friendship Shelter *(added amenities)***
*Rental Fee: $50 resident $70 non-resident*
*Security Deposit: $50 (separate payment) Please note, your deposit will be forfeited completely if you do not return the bathroom key.*

***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 choose which shelter you would like to reserve:

☐ Norm Plaza Shelter ☐ Gooding Shelter ☐ Municipal Shelter *(Electricity)* ☐ Sunset Shelter *(Electricity & Water)* ☐ Friendship Shelter *(Electricity & Water)*

**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: YES NO Amount $_____ Refund Date _____

Key # & Check Out Date _____ Key Return Date _____

*Copy to Police Department* *(VB APPROVED 9/10/13)*

# Park Shelter Rental Procedures and Usage

- **Park hours are from 7 AM to 10 PM.**

- **Before** making a reservation, please check availability either on the Village website (www.kronenwetter.org) under *Community Reservations* or by calling the Municipal Center at 715-693-4200. Making a reservation via mail or online in no way guarantees availability.

- **Before** a reservation for the Village's shelters can be booked, a **Park Shelter Rental Agreement** must be completed and returned with the appropriate rental fee *and* security deposit. The Village will provide a key for the bathrooms at Sunset and Friendship Park to be picked up within one week prior to event and the renter is required to return the key within one week after the event. Renters who do not return the key will forfeit their entire security deposit. A reservation key drop box is located in the front entrance of the Municipal Center (by agenda display box) for after-hours return of key.

- It is the responsibility of the applicant to furnish their own toilet paper, paper towels, soap and broom to sweep the floor. Garbage containers are to be left in their original setting. Toiletries are not furnished by the Village of Kronenwetter due to issues of vandalism in the Village Parks.

- The deposit is refundable after the function is over and the area used has been inspected for damage. Refund will take a minimum of two (2) weeks to receive after event. If the Village provides a key to the renter and the renter does not return the key, the entire security deposit will be forfeited. If damage exceeds the deposit, separate billing will be made to cover additional costs for needed repairs and/or cleaning.

- Advertising is prohibited in Village parks. No additions, alterations or changes to park grounds and structure of buildings are permitted without prior written permission from the PIC Committee.

- Sales of any kind are not permitted in the Village of Kronenwetter parks, unless authorized by the PIC Committee. When authorized, such sales (defined as the exchange of cash on the grounds) may be subject to commercial use fees and policies.

- Reservations will be accepted up to one (1) year in advance of event date. The adult signing the reservation form is a duly authorized representative for any and all damages, missing items and clean up. Dates and hours include set-up, takedown and cleaning time. The user is expected to clear and clean the building after use. Cleanup checklist provided below.

- **Friendship, Sunset, & Municipal Park: There are separate circuits for the electrical outlets. Please DO NOT plug in your electronics all in one outlet to avoid blowing a fuse. There will be no one available to get the power restarted 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.

**PARK SHELTER CLEANUP CHECKLIST**

- ☐ Floors Swept
- ☐ Tables Washed
- ☐ Restrooms Cleaned Up (Sunset & Friendship)
- ☐ Trash Bagged & Deposited in Bins

***Thank you!***