

# PARK RESERVATION

Village Park (Park closes at 11:00pm daily) Today's Date \_\_\_\_\_  
\* Key may be picked up week of reservation.  
\* Key gains access to kitchen area - sink - refrigerator

LeMieux Park (Park closes at 10:00pm daily) Date(s) Required \_\_\_\_\_

Optimist Park (Park closes at 10:00pm daily) Time(s) Required- Open-3pm \_\_\_\_\_  
\* Key may be picked up week of reservation. 3pm-Close \_\_\_\_\_  
\* Key gains access to janitor closet - sink – brooms All Day \_\_\_\_\_

Reserved by \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Received by \_\_\_\_\_

Date Received \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_

Deposit will be reimbursed if facility is left in appropriate condition following use.  
Deposit must be collected within 90 days after your event, or amount will be turned over to the General Fund.

\_\_\_\_\_ Initial - We are not planning to have alcohol of any kind at our park,

\_\_\_\_\_ Initial – We are planning to have beer or alcohol at our park event, and have read, signed, and understand the liquor liability statement.

DEPOSIT OF \$ \_\_\_\_\_ RETURNED \_\_\_\_\_ TO \_\_\_\_\_  
DATE SIGNATURE

Deposit	\$ _____
User Fee	\$ _____
Total Paid	\$ _____

## **TERMS OF RENTAL:**

Emergency-If an emergency arises, please call PD dispatch at 906-5555. Should Village personnel be called for non-emergency, such as not picking up the keys during normal business hours, a \$50 fee will be charged to the lessee.

Reservation of Facilities- Facilities may be reserved at Village Offices, phone 920-929-3765. Office hours are 8:00am-4:30pm Monday through Friday. Reservations can be made anytime in advance with a minimum 48 hours advance notice. Reservation for usage is confirmed only when payment is made in full and a signed agreement is on file at the Village Office located at 16 Garfield Street.

Cancellations- Notice to cancel a reservation must be given a timely manner. Failure to do this will result in being credited fees at the following rate:

If cancelled less than 2 weeks before event you forfeit the user fee.

Closing time- This includes clean-up time – The Village park closes at 11:00pm daily, the Optimist and LeMieux parks close at 10:00pm daily.

Cleaning- All cleaning is to be done immediately after the conclusion of the event. You may NOT return at a later time to clean. Maintenance personnel will inspect the grounds the following day for your deposit refund.

Garbage- Please make sure you use the garbage and recycling containers provided within the parks.

Alcoholic Beverages- Alcohol may be consumed on the premises by adults of legal drinking age only. Beer may be sold for adult functions (sporting tournaments etc.) providing a permit is obtained from the Village Clerk and a licensed bartender is serving. You must also read and sign the “Liquor Liability and You” form.

Security- All groups using the parks that have a locked pavilion must secure the doors before leaving.

Equipment- Picnic tables are not to be moved from one park to another. They may be organized to the renters liking but returned to original location after the event.

Deposit- Your deposit can be picked up the Tuesday following your event at 16 Garfield Street. If your deposit is not collected within 90 days from your event the money will be deposited into the general fund.

In addition to the above stipulations, THE VILLAGE OF NORTH FOND DU LAC RESERVES THE RIGHT TO DENY FURTHER USE OF THE FACILITY TO THOSE WHO DO NOT COMPLY WITH THE RULES OF USE AND/OR TO ASSESS ADDITIONAL CHARGES:

A. When the park is not properly cleaned. B. For damage to the park or equipment, or non-payment for damages and extra cleaning. C. For use of the park outside of time period specified in the permit. D. For picking up keys outside of the Village’s standard office hours. E. For not returning the key on time as stated in the permit.

Revised 6/25/2019