

# VILLAGE PARK RENTAL RESERVATION AGREEMENT

DATE(S) REQUESTED: \_\_\_\_\_

TIME REQUESTED: FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON/PURPOSE FOR RENTAL: \_\_\_\_\_

ESTIMATED ATTENDANCE \_\_\_\_\_

RENTER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CIRCLE WHICH ITEM REQUESTED:

**1) Whole Park:**

Village Resident \$100.00  
Non-Resident 125.00  
+Deposit 40.00

**2) Dining Hall:**

Village Resident \$ 75.00  
Non-Resident 100.00  
+Deposit 40.00

DEPOSIT: No deposit is required for active organizations from the Village or for groups that have an established record of responsibly using Village facilities. Such exempt groups shall, however, agree to pay for any damages over normal maintenance that their events cause to Village facilities. Other renters for reservation of Park pay a deposit to pay for the Village's maintenance and cleanup expenses. The deposit shall be returned if cleanup or repair by the Village is not required. (Sec. 12-1-6-d)

PLEASE NOTE THE FOLLOWING:

A. THE ATTACHED RULES & REGULATIONS are part of this Agreement. By signing this document, you agree that you have read the attached Rules & Regulations and agree to be bound by them.

B. **THE PERSON NAME AS BEING IN CHARGE** OF THE EVENT FOR WHICH THIS AGREEMENT IS ISSUED, BY PAYMENT OF THE FEE AND/OR ACCEPTING THE AGREEMENT, HEREBY **AGREES TO ACCEPT THE RESPONSIBILITY** FOR THE CARE AND PRESERVATION OF THE PUBLIC PROPERTY USED. THE PERSON FURTHER AGREES THAT IF, IN THE COURSE OF THE EVENT, THERE IS DAMAGE TO THE AREA USED OR IS LEFT IN SUCH CONDITION THAT ADDITIONAL CLEANING OR OTHER WORK IS NECESSARY TO RESTORE IT TO USABLE CONDITION, HE/SHE SHALL FORFEIT THE DEPOSIT OR WILL, WITHIN 30 DAYS, PAY THE ENTIRE COST OF WHATEVER REPAIRS OR ADDITIONAL CLEANING AS DEEMED NECESSARY BY THE VILLAGE.

C. IN CONSIDERATION OF THE TERMS SET FORTH IN THIS DOCUMENT, INCLUDING THE RULES & REGULATIONS ATTACHED, AND INTENDING TO BE LEGALLY BOUND, THE PERSON/GROUP SIGNING THIS AGREEMENT AGREE(S) TO INDEMNIFY AND HOLD HARMLESS FROM EVERY LIABILITY, CLAIM, ACTION, CAUSE OF ACTION, JUDGMENT, LOSS, EXPENSE, OR COST WHATSOEVER (INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEYS FEES AND COURT COSTS) ARISING FROM OR IN ANY WAY RELATED TO OR RESULTING FROM (A) ANY AND ALL USE OF THE PREMISES BY THE UNDERSIGNED AND/OR GUESTS FROM THE DATE OF SIGNING FORWARD AND (B) ANY MATERIALLY INACCURATE REPRESENTATION MADE BY YOU TO THE VILLAGE PURSUANT TO THIS RECENT AGREEMENT.

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

RENTAL PAID: \$ \_\_\_\_\_

DEPOSIT PAID: \$ \_\_\_\_\_

TOTAL PAID: \$ \_\_\_\_\_

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APPROVAL:

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DEPOSIT REFUNDED: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

# VILLAGE OF SULLIVAN

Administrative Rules & Regulations for public use of Park.

1. The Park Rental Reservation Agreement must be received at least fourteen (14) days prior to the date on which the exclusive use of the entire Park is requested, or at least three (3) days prior to the date on which a portion of the Village Park is to be used. (12-1-6-c)
2. Tentative reservations by telephone will be valid only if the Rental Fee (if warranted) is paid and the agreement issued within 10 working days of the telephone conversation. Reservations are guaranteed only when the Fee is paid and/or agreement is signed.
3. Checks should be made payable to: VILLAGE OF SULLIVAN and sent or delivered to: Village of Sullivan, P.O. Box 6, Sullivan, WI 53178. Please send agreement also.
4. All doors to entire building must be locked when group is finished. If group leaves any doors unlocked, responsible party is liable for all damages resulting from open door.
5. Chairs and tables will be available. Set up and cleanup will be the responsibility of the user. The applicant is responsible for the setting up of the room (tables, chairs, etc.) and putting them away at the conclusion of the activity and cleaned.
6. The applicant is also responsible for the removal of all garbage accumulated during their function. Garbage is not to be left at the park and if it's not taken you will **not receive your deposit back**.
7. All tape must be taken off the walls if this is not done you will **not receive your deposit back**. (Do not use nails, push pins, or staples in the walls)
8. Turn the heat down to 63 degrees. In summer turn off the air conditioning.
9. Floors must be swept with the dust mop provided and mop with only water.
10. If refreshments are served, area must be properly cleaned and tables, counters, and stove wiped clean.
11. The building(s) must be vacated by 11:00 PM.
12. Park facilities are not available on holidays without special approval of the Village Board.
13. A deposit will be charged for the use of Park facilities. This deposit will be returned upon approval that the room is in satisfactory condition.
14. Exceptions to these rules will be granted to governmental entities on a case by case basis.
15. The Village Board reserves the right to govern the use of the Park facilities, and as such may accept or reject any request, or cancel any meeting at any time with or without prior notice.

16. Application for use will be on a first come/first serve basis.
17. Applicants must make out a separate application for each day of use.
18. All rules, regulations, rates, etc. for use of Village Park facilities are descriptive in nature and not meant to be all inclusive, and as such may be subject to change or revision at any time at the discretion of the Village Board.
19. The responsible person making the application, by so doing, accepts personal responsibility for all damage to the facility or appurtenances thereto. ALL applications/agreements shall bear an individual's signature as the responsible party; no representative signatures are acceptable (i.e. signing as a corporate representative).
20. Security Deposit must be paid with application.
21. The applicant and all named persons responsible for supervision must be present from the time the building is opened, while the business meeting is in progress, and must wait until all users of the facility have vacated the building or premises and have completed security measures.
22. The applicant and the individuals supervising the function will be responsible for the conduct and control of those attending.
23. The applicant and individuals supervising are responsible for seeing that no equipment or other portions of facilities are used except those that are requested in the building use application.
24. When fermented malt beverages are SOLD, a valid fermented malt beverage license **MUST** be obtained. See Clerk/Treasurer for more information.