

Green Isle Park Pavilion/Gazebo Rental Contract

The heated Pavilion fee covers kitchen facilities with stove, oven, and refrigerator, electricity, gas fireplace, tables and chairs to seat approximately 150 people, and the use of the gazebo and grill. **The maximum capacity is 199.**

1. Name of group or Individual: _____

2. Reservation Day/Date: _____

(Day) (Date) (From) (To)

3. Will you be renting: _____ Pavilion only _____ Pavilion & Gazebo _____ Gazebo only

4. Will you allow another party to rent the Gazebo (1 hr) during your Pavilion rental? Yes/No

** If yes to question #4, please give times the Gazebo is available: _____

(From) (To)

Note: Please understand that if the Pavilion is rented, that party has first choice in using the Gazebo. If they do not choose to use the Gazebo, this facility can be rented out separately by another party.

6. Type of Reservation (Wedding, reunion, picnic, etc): _____ Approx # people (Maximum 199): _____

SPECIAL EVENTS OPEN TO THE PUBLIC: For events open to the general public, such as a charity run, craft show, fund raiser, or a service organization function for 150+, special arrangements must be made including your possibility of having to arrange for private trash removal and getting Village Board approval for the rental. **Please call 448-2804 well before your rental to discuss details.**

SALES, ADMISSION FEES: NO PERSON shall vend, sell, or offer for sale any food, beverage, or other commodity or article within any park to the public without authorization from the Village Board. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/ licenses for their function.

NO admission fee, donation, contribution, or other charge shall be made or permitted to be made or collected by the person/organization hereunder for admission to the rental facility without authorization of the Village Board. If either of the provisions are violated, the premises shall be vacated immediately and all rights hereunder forfeited.

Contact Brad Lange, Village Administrator, for more information on obtaining Village Board Approval.

Music played outside the pavilion may require a noise-variance permit per ordinance #5.07. Please contact the village clerk-treasure 4-6 weeks before your rental on obtaining Village Board Approval.

FERMENTED MALT BEVERAGES CANNOT BE SOLD AT THE EVENT NOR SERVED TO MINORS.

Exception: A temporary Class "B" (picnic) beer license and a temporary Class "B" (picnic) wine license may be Issued only to "bona fide" clubs, fair associations or agricultural societies, churches, lodges or societies that have been in Existence for at least six months, and to veterans organizations. An individual, partnership or business corporation is not eligible for a picnic license. State Statutes 125.26 (6) and 125.51 (10). **For more information contact Brad Lange, Village Administrator, at 448-2800.**

I understand the stated policies as listed above and on the reverse side, and agree to the terms.

Signature: _____ Address: _____

Daytime Phone: _____ City, State, Zip: _____

Email Address: _____

Cleaning Deposit check made payable to: _____

(If different than above).

FOR OFFICE USE ONLY

Pavilion Deposit: \$40.00 _____

(Amount) (Date Pd) (Rec #)

Gazebo Rental/\$10.55 per hour _____

(Amt Pd) (Date Pd) (Rec #)

Balance Due: _____

(Amount) (Date Pd) (Rec #)

Cleaning Deposit: \$250.00 _____

(Date Paid) (Rec #)

Cleaning Deposit Returned: _____

(Date) (Check #)

(Authorized Department Signature)

**VILLAGE OF ALLOUEZ
PARKS DEPARTMENT POLICY FOR FACILITY RENTAL**

POLICIES: A non-refundable deposit of \$40.00 is payable with the return of this contract. The balance of the rental fee and the cleaning deposit are due at least two weeks prior to your rental. These fees can be paid with one check or cash. Mark your calendar to send in the final payment – the Parks Department does not send reminders. Please make all checks payable to the Allouez Parks Department; write the date of your rental on the check, and mail it to the address indicated below. Receipts will be sent only on request. **The cleaning deposit will be returned to you provided the pavilion area is cleaned (as described on the reverse side of this contract) at time of closing.** These policies are established by the Village Board for all groups and individuals receiving permission to use facilities under the jurisdiction of the Allouez Parks, Recreation, & Forestry Department. **Please see the reverse side for additional information.**

I.D. REQUIRED: A copy of your Drivers License or some form of identification is required to rent the Pavilion. It must be returned with the signed copy of the contract. If it is not, you will not be able to rent the Pavilion.

PLEASE SEND \$40.00 DEPOSIT & SIGNED CONTRACT BACK WITHIN 10 WORKING DAYS TO:

**ALLOUEZ PARK AND RECREATION
1900 LIBAL STREET, GREEN BAY, WI 54301
PHONE: 448-2804**

HOURS: January 1 – December 30 (Except Thanksgiving, Christmas Eve, Christmas, New Year's Eve, and New Year's Day), the Pavilion at Green Isle Park is available for rental between the hours of 7:00 a.m. and 11:00 p.m. Premises must be cleaned and vacated prior to the 11:00pm park closing time or the ending time stated on this contract. **It is important to allow for set-up and clean-up time when deciding your hours of usage because the rental fee is based on your total time at the Pavilion. All of your supplies must be removed from the Pavilion when your rental is over.**

FEES FOR 2016/Allouez	Resident	Non-Resident
For the first 4 hours:	\$100.00	\$130.00
Each additional hour:	\$17.00	\$23.00
For each additional hour after 9:00pm:	\$28.00	\$36.00

One-time charge for electrical usage for Pig Roasts when the pig is roasted at the Pavilion: \$11.00
Refundable cleaning deposit (see **Clean-up** below): \$250.00

***ALL FEES INCLUDE APPLICABLE SALES TAXES. If you are tax exempt or not a resident of Allouez, please see fact sheet for amounts.**

PAVILION WATCHMAN: A Parks Department Employee will meet you at the Pavilion approximately 15 minutes before the start time indicated on your contract. They will open all doors, show you around the Pavilion and let you know how you can reach them during your rental in case you need assistance. **They will come back one-half hour before the end time indicated on your contract to ensure that clean-up has begun and that you will be finished at the Pavilion at the end time as stated on your contract.**

ALCOHOLIC BEVERAGES: No alcoholic beverages shall be consumed in the Green Isle Park area by any person who has not attained legal drinking age.

PARKING: Access roads from the parking lots to the Pavilion may be used for loading and unloading, however, **NO PARKING** is allowed on these roads which must be kept clear to allow for emergency personnel, and **NO PARKING** is allowed on the lawn surrounding the Pavilion – you may get a ticket!

CLEAN-UP: It shall be the responsibility of the lessee to maintain the facility in a safe and sanitary condition throughout their event. Upon completion of their activity, all decoration, tables, floors, etc., shall be cleared, tables and chairs put away, and litter properly placed in trash containers. **If the pavilion/gazebo is left in a condition which requires additional cleaning, your cleaning deposit will NOT be refunded AND we will bill you for the additional cleaning charges.** The lessee will also be billed for any and all damages to the pavilion/gazebo. **NOTE:** Any hanging decorations must be taken down in both areas. A refundable cleaning deposit of \$250.00 is payable before the rental and will be returned to you afterwards provided the Pavilion is left as you found it. **The cleaning deposit is deposited and a refund will be mailed to you after the rental date.** Large groups may be required to provide additional trash disposal – call the Parks Office for more information.

CANCELLATIONS: Dates may not be changed for reservations and **reservation deposits are not refundable.**

TENTS: **Absolutely NO tents allowed in the park because of underground wiring.**

INSURANCE: A certificate of insurance with limits of liability not less than \$500,000 each occurrence for bodily injury liability and \$50,000 each occurrence for property damage liability and holding the Village of Allouez harmless will be provided by any party sponsoring an event open to the general public or any non-family event with an attendance of 150 persons or more.

The Village of Allouez shall not be liable for any injuries, deaths, or property damage from the use of the above – stated facility.

It is understood that a police officer (s) and any other official employee of the Allouez Parks & Recreation Department has the right to enter the premises at any time.

IF YOU DO NOT UNDERSTAND OR HAVE QUESTIONS REGARDING ANYTHING ADDRESSED IN THIS CONTRACT, PLEASE CONTACT THE ALLOUEZ PARK & RECREATION DEPARTMENT AT 448-2804. PLEASE CONTACT THE OFFICE PRIOR TO SIGNING THE AGREEMENT OR WITHIN A REASONABLE AMOUNT OF TIME PRIOR TO YOUR RENTAL SO THAT THERE ARE NO MISUNDERSTANDINGS ABOUT THIS AGREEMENT.