



VILLAGE OF ALLOUEZ
FACILITY RENTAL APPLICATION

Parks, Recreation, & Forestry Department · 1900 Libal St. · Allouez, WI 54301

Complete the following information:

Name of Group or Individual: \_\_\_\_\_

Please Check the Category you or your group is associated with (Category Descriptions Below):

- Category 1 Category 2 Category 3

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

FACILITY RENTAL INFORMATION

Open Air Shelters: Langlade Park Kiwanis Park

Gazebos: Wiese Gazebo East Wiese Gazebo West

Enclosed facilities: Village Hall (No Online Rental) Green Isle Park

Date of Event: Private Event [ ] Open to the Public\* [ ]

\*If open to the public, a Certificate of Insurance is required. See rental policies and procedures.

Reserve Time: Start Time: am/pm End Time: am/pm

Reserve time includes setup and cleanup

Type of Rental (i.e. wedding, party, reunion, etc.): \_\_\_\_\_

Number of persons attending: \_\_\_\_\_

RENTAL DETAILS (for special events only):

Will alcoholic beverages be served? YES NO

Do you plan to sell alcohol? YES NO

\*\*If yes a temporary liquor license is required through the village clerk.

Will there be amplified sound/music (i.e. live band, DJ, stereo system, etc.) YES NO

\*Noise policy guidelines attached.

If yes, what type \_\_\_\_\_

What time? From am/pm to am/pm

Will you use a grill, fryer, booyah kettle or other cooking utility? YES NO

Will you be selling any goods? YES NO

\*\*If yes a vendor permit is required and village board approval.

Category Descriptions

Category 1: Government Agencies, Non-Profit Organizations, Recreational Groups within the Village of Allouez.

\*Category 1 groups must make reservation at Village Hall and must show proof of exempt status at time of reservation.

Category 2: Village of Allouez Residents, Charitable Groups within the Village of Allouez, Schools.

Category 3: Non-Residents of Allouez, For-Profit Businesses.

Examples:

Government Agencies: Department of Transportation, Department of Natural Resources, Brown County Library.

Non-Profit Organizations: (any group with 501 (c) (3) status): Boy/Girl Scouts, Youth Association Groups, YMCA.

Charitable Groups within the Village of Allouez: (any group without 501 (c) (3) status): Special Interest Groups, Church Organizations, Sports Teams/Clubs.

Non-Residents of Allouez: Any individual who lives outside of the Allouez Village limits.

For-Profit Businesses: Any group or individual who operates for a profit.





## VILLAGE OF ALLOUEZ FACILITY RENTAL APPLICATION RESERVATION AND GUIDELINES

**Please read through all of the policies and procedures prior to your rental.**

**AFTER-HOURS STAFF CONTACT:** If, during your rental period at **Green Isle Park**, you have a maintenance issue that must be addressed immediately, please call 920-676-7277. Rentals at **Allouez Village Hall or Open Shelter/Gazebo** rentals should contact, in the following order, Village of Allouez Park Employee at: 920-621-8750, 920-621-8739, 920-819-6715

**RENTAL PROCEDURES:** Reservations are made on a first come, first serve basis for the upcoming year and are available to be made on first Monday in April for all Allouez rental facilities. Rentals can be made **Online at: [allouez.recdesk.com](http://allouez.recdesk.com)** or in person at Allouez Village Hall (1900 Libal St.) during business hours. Requests should be made at least 10 business days prior to the event. Some special events are given special consideration. **All rental fees and deposits are due at the time of reservation.** All deposits will be refunded within 2 weeks of the rental. Village Hall and Green Isle Park are available for rental year 'round. All open air shelters are available May 1 – September 30. All Village rentable areas will be closed on all major holidays, including New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve. Village of Allouez departments have first priority in reserving all facilities.

**CANCELLATIONS:** In the event of a cancellation, a \$40 cancellation fee will be charged for any cancelled reservation occurring 15 working days prior to the reservation date. **Any cancellation occurring less than 10 working days prior to the reservation date will forfeit the full rental amount, but will be refunded the security deposit.**

**ADMISSION:** No admission fee, donation, contribution or other charge shall be made or permitted to be made or collected by the renter/organization for admission to a building or park without prior permission.

**PARKING:** Code 322-2 It shall be unlawful for any person to park any motor vehicle upon such public park grounds except within the limits of clearly marked parking areas, and except as allowed by permit issued by the Village Board.

**KEYS:** The person in charge of the rental will be responsible for obtaining the key to the **Village Hall, Langlade, and Kiwanis parks**. The key must be picked up at the Village Hall (Located at 1900 Libal St.) during regular business hours within 3 days of the rental date. The key must be returned to Allouez Village Hall the week following your rental. The Village of Allouez will not refund any deposit until the return of the facility key, failure to return the key will result in the loss of the security deposit. **\*No key is required for Green Isle Park rentals!**

**RENTAL HOURS:** **Open Air Shelter and Gazebos** rental hours are 9:00 am – 10:00 pm. The **Allouez Board Room** is available for rental Monday through Friday, 7:30 a.m. – 3:30 p.m and Saturday and Sunday 10:00am-6:00pm. **Green Isle Park** is available daily 9:00am-10:00pm. All Village rentable spaces are available when not in use by village sponsored programs. Premises must be cleaned and vacated by the closing time on the rental date.

**SETUP/CLEANUP AND DAMAGE:** Premises must be cleaned and vacated by 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 in the room. The renter is required to set-up and take down all tables, chairs, decorations, and personal equipment at the Green Isle Park and Village Hall. The renter is required to set-up and take down all decorations and personal equipment at Open Air Shelters and Gazebos. Renter is responsible for cleaning all areas utilized, including wiping off tables & chairs, removing all decorations, sweeping/spot mopping floors at Village Hall and Green Isle Park. Caterers will share in the responsibility for the use and clean-up of the premises. The facility is expected to be left in the same condition the renter found it. If additional cleanup is required as a result of a rental or event, the labor cost will be charged to the renter accordingly and withheld by way of the security deposit paid at the time of reservation. The Village of Allouez and its staff shall not be liable for lost, stolen or damaged property, personal injuries, or other loss at any reserved facility.

**DECORATIONS:** Decorations may be put up, but must be taken down without damaging the walls, woodwork, ceiling, windows, or window coverings. Tape, tacks, staples, nails and screws are prohibited. White mounting putty is permissible, but must be completely removed after use. No open flame devices are allowed, which included candles, hurricane lamps, lanterns, chafers, etc. Dance wax or any other types of dancing compounds are not allowed. The renter must remove decorations immediately following event.

**ELECTRICITY:** Electricity usage for heating elements needs to be spread throughout the facility. More than one electric roaster or crockpot plugged into a duplex outlet box may trip circuit breakers. Please plan accordingly.

**BOOYAH/FISH BOILS/PIG ROASTS:** These kinds of activities are allowed, but must not cause damage to park property if the cooking takes place on-site (turf, concrete, etc.) Catered events are typically permissible since cooking does not take place on-site. The Green Bay Metro Fire Department must be notified if open fires are involved in the cooking process.

**SMOKING/ALCOHOL POLICY:** Code 145-22 No person shall, in any public park or facility within the Village of Allouez consume any alcoholic beverage, except within the boundaries of Green Isle Park (Code 145-23 (C)). If alcohol will be sold, a temporary liquor license is required through the village clerk. Code 195-10 The use of smoking-related products and electronic smoking devices shall be prohibited on all Village public parklands and trails.

**PETS:** Code 151-6 (A) Pets are allowed in parks and parkways while on leash. Pets shall not be allowed in park buildings, playgrounds, picnic areas, or sport fields.

**METAL DETECTORS:** Metal detectors are allowed in Village parks. Code 322-5 (E) No person shall, in any public park within the Village of Allouez dig or break up the ground surface anywhere except as allowed by permit issued by the Village Board.

**OPEN FIRES:** Code 322-6 No person shall, in any public park within the Village build any fire except in a fireplace or approved grill, or dispose of live embers of any fire in any place where embers may start a grass or forest fire or endanger public health or safety.

**SPORT FACILITIES:** Athletic fields, including ball diamonds and soccer fields, are not included with open air shelters reservations. To rent an athletic field and obtain a permit, contact the Village Park, Recreation and Forestry department.

**PORTABLE TOILETS:** When crowd size exceeds the capacity of the permanent toilet facilities, additional toilet facilities must be provided by the renter. There shall be 1 toilet unit for every 100 people. Toilets must be removed following the end of the event. Portable toilets that are on site must also be pumped out by the renter during the event, if necessary, and after the event.

**SALES:** No person shall vend, sell or offer for sale any food, beverage or other commodity or article 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.

**PUBLIC ACCESS – OPEN AIR SHELTERS:** Park land and public restrooms (those with outside access) are open to the public. A reservation gives exclusive use of specified shelters.

**TENTS:** Canopy-style tents with no stakes are allowed.

**MUSIC/DISC JOCKEYS/NOISE:** Code 302 The use of sound amplifiers outside buildings within the Village of Allouez is prohibited without a permit to do so from the Village. A sound amplifier shall not be operated before 9:00 am or after 9:00 pm or in the vicinity of churches while services are being conducted or near schools that are in session. The village may order a reduction in the volume of an amplifier on complaint being made by a citizen, or when such loud speaker is a nuisance because of the volume, the method in which it is being used, or the location in which it is being operated. Disc Jockeys and Bands are welcome inside Green Isle Park pavilion.

**SECURITY:** Security is the responsibility of the renter. The village is not responsible for the safety of individuals attending or participating in an event. Professional security will be required for all events over 500 people at a ratio of 1 guard for each 500 people, or fraction of 500 people.

**CERTIFICATE OF INSURANCE:** A certificate of insurance is required for rentals open to the public. The certificate of insurance must give evidence of proper liability insurance, naming the Village of Allouez as an additional insured in the amount of \$2 million. The certificate of insurance must be on file 2 weeks prior to the rental. A copy of an insurance policy is not acceptable.

**GREEN ISLE PARK PAVILION:** Includes heat, bathrooms, kitchen facilities with stove, oven, and refrigerator, electricity, tables, chairs to seat approximately 150 people, and use of the gazebos and grill. **The Maximum capacity is 199.**

**\*For Green Isle Park ONLY**, a Parks Department Employee will meet you at the Pavilion at 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.**

**VILLAGE BOARD ROOM:** Must be rented in person. The Village Hall **may not** be used for the following political activities: campaigning, recall activities or fundraising. Listening sessions and candidate debates are allowed. Consists of approximately 80 chairs, 5 tables, projector, and projector screen. **No alcohol allowed!**

**GAZEBOS/OPEN-AIR/SHELTERS:** Facilities rented during the months of May through September. Includes restrooms (where applicable), picnic tables, and garbage cans. **No alcohol is allowed!**

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 Village of Allouez 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.**