



PARK SHELTER RENTAL CONTRACT
To be used when renting a Park Shelter
2828 Allouez Avenue, Bellevue, WI 54311 (920) 468-5225

RESERVATION DATE: _____ **EVENT:** _____

Complete the following information:

Renter's Name: _____ Organization Name (if any): _____
Address: _____ Village Resident? Yes No
City, State, Zip: _____
Primary Phone: _____ Other Phone: _____
Email: _____ D.O.B.: _____

RENTAL INFORMATION:

Type of Event: _____

Time of Event: _____ am / pm to _____ am / pm (Include your setup and cleanup time)

Maximum # of Participants Expected: _____ Private Event Open to the Public

Selling Alcohol? Yes No (Josten Park only; requires permit)

Using/Serving a Grill, Tents, or Booyah? Yes No If grill, what type: _____ (Abide by Ordinance 237-9)

Use of Athletic Facility? *If available. Renter must confirm with staff. Yes No Diamond Lights? YES NO (\$25 charge)

- Josten Park Enclosed: 2280 Town Hall Road \$90 / Day Residents \$115 / Day Non-Residents (Groups of 1-250 people)
- Josten Park North Open: 2280 Town Hall Road \$70 / Day Residents \$95 / Day Non-Residents (Groups of 1-150 people)
- Josten Park South Open: 2255 Palmer Drive \$70 / Day Residents \$95 / Day Non-Residents (Groups of 1-75 people)
- DeBroux Park Enclosed: 2900 Brighton Place \$90 / Day Residents \$115 / Day Non-Residents (Groups of 1-250 people)
- Willow Creek Park Open: 1800 Guns Street \$70 / Day Residents \$95 / Day Non-Residents (Groups of 1-75 people)
- Deposit \$75 / per rental day

TOTAL DUE: \$ _____

***Note: If organization is tax exempt, the fees are \$93 (R) & \$150 (R). The Village needs proof of tax exemption status at time of reservation.**

PLEASE READ:

Reservations will not be secured unless the above information is complete and accurate. The Director of Parks, Recreation and Forestry or designee approves all rentals and determines any restrictions or additional fees. Any parties who wish to have fees modified or waived must submit a formal request to the Park Commission. Any person or group wishing to request to reserve a Village facility must submit this completed contract form with appropriate fees and deposit to the Village Office. Requests will be accepted on a first-come, first served basis.
CANCELLATION — The full fee and deposit amounts will be refunded if the reserving party cancels the reservation not later than fourteen (14) days prior to the reservation date. Cancellations after fourteen (14) days prior to the reservation date will receive a refund of the full deposit and half the rental fee.

By signing below, I hereby acknowledge that I have completed the above information to the best of my knowledge, read the above information, received a copy of the Rental Rules, and will agree to all said rules and guidelines governing the use of the Village Park Shelters.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY:		Key Issued: _____
Date Reservation Made: _____	Date Key Issued: _____	Returned _____
Amount Paid: _____	Deposit: _____	Deposit Returned: _____
Receipt # _____		Village Check # _____
	Staff Initials: _____	



PARK SHELTER RENTAL RULES & GUIDELINES

HOURS: Village of Bellevue park shelters are available for rental between the hours of 8:00am – 10:00pm Saturday or Sunday June-August, and any day of the week in May and September. Premises must be cleaned and vacated by 10:00pm or the ending time stated on the contract. It is important to allow for set-up and clean-up time when deciding your hours of usage. Another rental may be scheduled before or after your rental period. Renters may not access the facility prior to their reservation period without consent from the Director of Parks, Recreation and Forestry. Any renter accessing the facility prior to their reservation may be subject to loss of deposit and loss of rental privileges for a year.

FEES: Rental fees for the shelter along with a security deposit are payable in full at the time of reservation.

CANCELLATIONS: The full fee and deposit amounts will be refunded if the reserving party cancels the reservation not later than fourteen (14) days prior to the reservation date. Cancellations after fourteen (14) days prior to the reservation date will receive a refund of the full deposit and half the rental fee.

KEY CARDS & KEYS: The individual responsible for the rental will be issued a key to the shelter and to appropriate room(s). The Keys must be picked up during normal office hours of the week of the rental. Keys not picked-up by **Friday at noon (Memorial Day through Labor Day) or 4:30pm Labor Day through Memorial Day** prior to the event will result in loss of rental and reservation fees. Keys must be returned within two (2) business days after the rental. Keys must be returned to the Village Office at 2828 Allouez Ave.

SECURITY DEPOSIT: A security deposit will be charged to all groups renting the facility for loss or damage to keys, equipment damage, contacting of village staff during non-business hours, damage, and/or clean-up costs. The deposit will be returned after the facility and/or equipment is inspected by Village staff and is found in good condition. The Village will refund the deposit amount within thirty (30) days after the last day of the reservation provided the inspection passes successfully.

DECORATING INFORMATION: All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. Nails, tape, tacks, staples, and screws are prohibited. White mounting putty is permissible but must be completely removed after use. No open flame devices are allowed, which includes 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 the event.

SET UP, CLEAN UP, & DAMAGE POLICY: The renter is required to set up and take down all tables, chairs, and personal equipment. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses, or damages above and beyond your deposit as well as be subject to loss of rental privileges for one year. The Village of Bellevue is not responsible for any equipment or other items left at park shelters at any time. It will be the renter's responsibility to do the following with regard to cleaning and closing the facility:

- Clean the inside of the shelter. This includes: wiping down tables, **sweeping/mopping floor**, all garbage picked up and bagged, decorations removed, and sink facilities cleaned.
- Clean outside of the shelter. This includes: empty garbage barrels associated with your rental, pick up garbage associated with your rental, and remove all supplies, equipment, or objects.
- **All garbage from inside and outside of the shelter must be bagged and placed in receptacles. All excess garbage which doesn't fit in the provided receptacles must be removed from premise. Use dumpsters when available.**
- Recycling is mandatory. Please utilize the recycling containers for your plastic, glass, and aluminum only (no garbage). All recyclable material must be cleaned.
- Police area during rental.
- Turn off all lights and lock all doors before leaving.
- Report any damages.

Village staff will inspect and clean the shelter after each rental.

TABLES, CHAIRS AND PICNIC TABLES: The Village does not guarantee a specific number of tables/chairs. However, enclosed shelters will typically have at least 5 tables and 20 chairs. The Village will guarantee a minimum of 6 picnic tables. Picnic tables may be sporadically placed within the park area. **Additional seating & tables are the responsibility of the renter.**

BOOYAH: Renters making booyah may do so under the following conditions:

- A responsible adult is present at all times.
- Booyah must be made at the designated locations.
- Any grass areas damaged will be replaced at the expense of the renter.

ALCOHOLIC BEVERAGES: Private consumption of alcohol is permitted by persons of legal drinking age during normal park hours. Sale of beer is only permitted at Josten Park if the seller obtains a temporary license from the Village Clerk. All license holders issued a Temporary Class "B" Retailers License shall post in a conspicuous location at the main point of sale and at all entrances to the facility a sufficient number of signs disclosing that no fermented malt beverage shall be served to any underage person. A licensed operator (bartender) shall be on premises at all times during the event.

PARTIES ELIGIBLE FOR RENTAL: Any private citizen (resident or non-resident), public non-profit group, private non-profit group, private business or corporation, or governmental agency may request to reserve use of the Village facilities described above. *No Village facilities will be used by private individuals, businesses or corporations for money-making activities. No Village facilities will be used for political rallies or fundraising activities.*

RELIGIOUS ORGANIZATIONS: Religious organizations are eligible to have rental fees waived provided that all of the above conditions are met, and only if the purpose of the meeting or event is secular in nature (i.e. church services or congregation fund raisers would not be permitted).

INSURANCE: Rentals or special events open to the general public must provide a Certificate of Liability Insurance, in the amount of \$2 million naming the Village of Bellevue as an additional insured, prior to the scheduled event.

BOUNCE HOUSES/INFLATABLES: Rentals looking to utilize a bounce house/inflatable must provide a Certificate of Liability Insurance, in the amount of \$2 million naming the Village of Bellevue as an additional insured, prior to the scheduled event.

TENTS: Tents exceeding 10'x10' must have prior approval by the Village of Bellevue.

PROBLEMS: If a problem arises during your rental time please call the Village of Bellevue at 468-5225. In the event that you contact the Village staff during non-business hours, you may be charged the hourly wage of the person responding to your call. You will not be charged if you call pertains to a building malfunction, key does not work properly, or other situation that is caused in part by an error of Village staff.

TRANSLATION OF RULES:

"Please contact the United Hmong/Asian American Community Center at **437-4550** if assistance is needed in translating this letter."
Yog haistias koj tsis totaub daim ntawv no thiab xav tau kev pab txhais, thov hu rau Koomhaum Hmoob ntawm **437-4550**.

"Please contact Hispanic Services at **465-9491** if assistance is needed in translating this letter."
Contacte por favor a Hispano Servicios en **465-9491** si ayuda es necesitada a traducir esta carta.

Any deviation from the above rules may result in the renter forfeiting a portion or all of their security deposit, paying for damages, and/or loss of future renting privileges.