

SULLIVAN VETERAN'S MEMORIAL PARK

408 Grove St, Sullivan, WI 53178

Park Rental Agreement

DATE(S) REQUESTED: _____

TIME REQUESTED: FROM _____ TO _____

REASON/PURPOSE FOR RENTAL: _____

ESTIMATED ATTENDANCE _____

RENTER NAME: _____

ADDRESS: _____

PHONE: _____

CIRCLE AREA BEING REQUESTED:

1) Whole Park:

(Includes: dining hall, outside shelter with picnic tables, and concession stand)

Village Resident \$ 125.00
Non-Resident \$ 150.00
+Deposit \$ 250.00

Will you need the coolers in the concession stand? Y / N

2) Dining Hall:

(includes dining hall only)

Village Resident \$ 100.00
Non-Resident \$ 125.00
+Deposit \$ 250.00

If paying deposit by check, would you like to: (please initial which option you prefer) office to shred _____ pick-up _____ or mail _____ (provide a self-addressed envelope).

DEPOSIT: The deposit shall be returned if cleanup or repair by the Village is not required. (Sec.334-5(E)(2)) If cleanup or repair is required by the Village you forfeit your deposit and are responsible for any cost beyond the deposit amount. If the Village does not return your deposit due to non-cleanup or repairs the Village has the right to refuse future rentals to applicant.

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 NAMED 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 IT 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 AGREEMENT.

DATE: _____ SIGNATURE _____

RENTAL PAID: \$ _____ Cash__ Check#_____ CC__ Date_____

DEPOSIT PAID: \$ _____ Cash__ Check#_____ CC__ Date_____

TOTAL PAID: \$ _____

OFFICE USE ONLY:

DATE PARK WAS CHECKED AFTER RENTAL: _____

BY WHO: _____

DEPOSIT RETURNED: Yes _____ No _____ PICKED UP / SHREDDED / MAILED

Date: _____

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Administrative Rules & Regulations for public use of Park:

1. The Park Rental 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. (334-5(c))
2. Application for use will be on a first come/first served basis.
3. Applicants must make out a separate Agreement for each day of use.
4. A Deposit will be charged for the use of Park facilities, and must be paid with the request for the Park Rental Agreement. This Deposit will be returned upon approval that all areas are left in satisfactory condition.
5. Checks should be made payable to: VILLAGE OF SULLIVAN and sent or delivered to Village of Sullivan, 500 Madison Ave, PO Box 6, 500 Madison Ave, Sullivan, WI 53178, along with the Agreement.
6. Renter is not allowed in the building until the day of their rental. If renter enters the building before the rental date or the day after to clean up, **your DEPOSIT will not be refunded.**
7. Chairs and tables will be available. Set up and cleanup will be the responsibility of the user. The applicant is responsible for setting up the room (tables, chairs, etc.) and for cleaning all items used, and putting them away (cleaned) at the conclusion of the event.
8. If refreshments are served, area must be properly cleaned. Tables, counters, and stove must be wiped clean.
9. Painter's Tape only!! All tape must be taken off the walls. If this is not done, **your Deposit will not be refunded.** (Do not use nails, pins, or staples in the walls.)
10. No glitter or confetti to be used.
11. Floors must be swept with the dust mop provided, and cleaned with **water only**.
12. The applicant is responsible for the removal of all garbage from the building. Garbage is to be disposed of in the dumpsters located in the park. The key for the dumpsters is provided on the key ring that is given at the time of rental. If this is not done, **your Deposit will not be refunded.**
13. When leaving, turn off the air conditioning in summer. Turn the heat down to 65 degrees in fall/winter/spring.

14. **All** doors to building(s) must be locked when renter is finished. Check all doors from the **outside**. If a renter leaves any doors unlocked, responsible party is liable for all damages resulting from open door.
15. The building(s) must be vacated by **11:00pm**. This means cleaned up and out by 11:00pm **no exceptions**.
16. Exceptions to these Rules will be granted to established entities on a case-by-case basis.
17. 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.
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 Agreement, by so doing, accepts personal responsibility for all damage to the facility or appurtenances thereto. ALL Agreements shall bear an individual's signature as the responsible party; no representative signatures are acceptable (i.e. signing as a corporate representative).
20. The applicant and all named persons responsible for supervision must be present from the time the building is opened, while the event is in progress, and must wait until all users of the facility have vacated the building or premises and have completed security measures.
21. The applicant and the individuals supervising the function will be responsible for the conduct and control of those attending.
22. The applicant and individuals supervising are responsible for seeing that no equipment or other portions of the facilities are used except those that are requested in the Agreement.
23. When fermented malt beverages are SOLD, a valid fermented malt beverage license MUST be obtained. See Clerk/Treasurer for more information. In addition, if the event is open to the public additional permits may be required and will be reviewed on a case-by-case basis.
24. Everything on the checkout sheet must be completed or you will **forfeit your deposit**.

Renters Bring with You:



**ONLY
Painter's Tape
to be used!**

- Dish Soap
- Towels/Wash Cloths
- Hot Pads
- Utensils (for Cooking & Serving)
- Plates, Pans, Silverware, Napkins, etc.

Park Check-Out List:

- Tables Washed Off
- Counters & Stove Washed Off
- Tape Off Walls (Do not use nails or tacks)
- Tables & Chairs Put Back
- Floor Swept & Mopped (if needed) (**water only**)
- Bathrooms Clean (Garbage emptied)
- Nothing Left in Refrigerator or Freezer
- A/C Turned Off or Heat Set @ 65
- All Doors Locked - Double Check All Doors from the Outside.
- Garbage- Put in Red Dumpsters (**ALL** Garbage; under Pavilion too)
- Garbage- Put New Bags in all Garbage Cans. (Bags in first drawer in kitchen)
- Playground- Make sure there is no garbage around the play area.



**If any of these
steps are forgotten
your deposit will
not be returned!**

Music/Noise to be done at 10pm

**Must be cleaned up and out of Park before
11pm**

**You are not allowed to go into the building until the day of your
rental and must clean up the same day as your rental!**

No Glass Bottles Outside!