



Town of Chase BARN Reservation Form



Stone Barn and Pavilion: 8246 CTY RD S, PULASKI 54162
Rental Phone/Fax (920) 822-3362 or www.townofchase.org
Effective Date: Sept. 12, 2016

STEP 1: CALL CINDY KROLL TO SEE IF YOUR DATE IS AVAILABLE (920) 822-5909
(Reservations are made on a first come, first serve, basis for the upcoming year.)

STEP 2: FILL IN THE INFORMATION BELOW

PERSON RENTING FACILITY: _____
This person is responsible for payment and use.

ADDRESS: _____

PHONE NUMBER: _____ **OR** _____

TOWN OF CHASE RESIDENT? [] Yes [] No If No, Resident of _____

RENTAL DATE: _____

FACILITY: Stone Barn Park **Number of People Attending:** _____

TIME OF USE: FROM _____ a.m./p.m. TO _____ a.m./p.m. (Include setup & clean-up time)

TYPE OF EVENT: _____

STEP 3: READ THE FACILITY RENTAL POLICIES & PROCEDURES BELOW, THEN SIGN AND DATE.

As the official user or authorized designee of the above group, I hereby agree to accept the responsibility for observances, regulations, and policies established by the Town of Chase governing the use of all parks and recreational facilities. I furthermore accept full responsibility for any damages or excessive clean-up expenses that may be incurred as result of the use of the above facility by myself or by those that I represent. I have received a copy of the Town of Chase Facility Rental Policies & Procedures and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. I understand that failure to list any information requested on this form or falsification of information will result in denial of the application. I release the Town of Chase and its employees from any liability for injuries or damages associated with the rental.

I, the undersigned, have read this form and agree to the rules and regulations stated:

_____ Date Signed
Signature of Person Renting the Facility

Office Use Only
 Rental Fee Paid: _____ Deposit Amount Paid: _____ Date Paid: _____
 Check #: _____ Deposit Returned? [] Yes [] No Deposit Amt Returned: _____



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STEP 4: Choose your event rental day(s) to determine your payment:

Event Day	Total Rental Fee Including Refundable Security Deposit	Refundable Security Deposit (upon return of key, clean-up and damage inspection)
Monday-Thursday	\$1000	\$500
3 Day Rental Package	\$3500	\$1000
1 Day Package	\$3000	\$1000

Payment/Cancellations: Payment in full is due 60 days prior to the event, including the refundable security deposit. No dates will be reserved until a \$1000 non-refundable down payment is received. However, reservations are made on a **first come, first serve** basis for the upcoming year. No rental reservations are valid without a copy of the signed contract and down payment. All rental fees are non-refundable if a cancellation occurs, only the refundable security deposit will be returned.

Initial _____

Refundable Security Deposit – A refundable security deposit will be charged to all groups using the facility for keys, equipment, damage, and/or clean-up costs. It will be returned only after the facility and or equipment is inspected by Town staff and found to be in good condition. Upon inspection, your refundable security deposit will be returned within a week of the next scheduled Town of Chase Board meeting after your rental with any notification of loss of deposit necessary to cover the cost of clean-up, lost keys, or repairs as agreed upon under the conditions of this contract. **Initial** _____

STEP 5: MAKE CHECK PAYABLE TO: "TOWN OF CHASE"

MAIL CHECK WITH THIS SIGNED FORM TO:

Cindy Kroll, 7422 Kroll Lane, Pulaski, WI 54162

Keys – You will be notified where and when you can pick up and return the keys. The keys will open the barn and pavilion restroom facilities. Keys must be returned promptly at the end of your event/rental.

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ALL KEYS MUST BE RETURNED PROMPTLY.



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Facility Rental Information:

Barn Information - The Stone Barn Park capacity is 240 people. Barn rental includes the use of the pavilion restroom facilities, chairs and eight foot tables are supplied to meet barn capacity. The park has picnic tables, park benches, a swing set, and teeter totters. The barn does not have heat or air conditioning. The site has interior and exterior video surveillance cameras that will be functional at all times during events.

Hours – The facilities are available for rental between the hours of 8:00 a.m. to midnight daily. **Please note that setup, takedown, and clean-up must be included in your rental time.** Initial _____

Facility Rental Policies & Procedures:

Liability – The town does not assume any liability on groups or individuals attending the functions at the facilities.

- It is recommended the renter obtain event liability coverage insurance for their event or function held on the rented premises.
- It is required that a designated/licensed bartender to be used for events or functions where any person age 21 or over is consuming alcoholic beverages on the rented premises.
- Approval must be granted by the Town Board for public events; upon approval renter must provide a Certificate of Liability Insurance in the amount of \$1 million naming the Town as an additional insured.

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Barn/Park Rules

- Vandalism, abusive or disorderly conduct is not tolerated. Violation will cause dismissal and closing.
- DO NOT SIT ON THE TABLES OR STAND ON THE CHAIRS OR CARTS.
- No intoxicating liquor or fermented malt beverage shall be consumed on the rented premises by any person who has not attained the age of 21. You may not SELL alcoholic beverages.
- It shall be the responsibility of the renter to obtain any necessary permits or licenses required by law.
- NO smoking shall be permitted within 50ft of the barn or any park building.
- Use proper receptacles for cigarette butt disposal. Do NOT leave them on the ground(s).
- NO animals or pets allowed.
- NO fires, NO open flames, torches, spaces heaters, chafing fuels or chafers permitted.
- NO storage or display of baled hay, straw or other combustibles permitted inside.
- NO cooking permitted in the barn. All food shall be catered from an outside source.
- Use of standard extension power cords is prohibited. All power cords shall meet the requirements of the equipment they provide power to and shall have a minimum 14 gauge wire with NEMA 5-15 plugs, surge protection and be U.L. listed.
- Barn occupancy is restricted to first floor only. The loft shall NOT be utilized for any purpose.
- NO vehicles driven on or parked on grassy areas.
- Any damage to the park or facility from the use of these facilities or any park property shall be the responsibility of the person named on the reservation form.

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Setup, Clean-Up & Damage Policy – Setup or building entry prior to rental day and time is strictly prohibited. **You will forfeit the security deposit for call-in pay for staff to cover the overtime cost of clean-up or damages.** If additional charges apply, you will be billed accordingly. Initial _____

Therefore, the renter is required to adhere to the following requirements:

BARN/PAVILION/PARK Setup, Clean-Up –

1. The renter is required to remove all personal equipment from the barn, pavilion and park.
2. The renter is required to setup and take down all tables, chairs, and personal equipment. (Do not drag across the floor, pick up and carry). Replace the tables and chairs as you found them.
3. All cleaning equipment is in the pavilion utility room.
4. Due to the historical nature of the Stone Barn Park.....ABSOLUTELY NO nails, staples or tacks are to be used on the walls, ceilings, beams or structure of barn or pavilion for decorations. Masking tape is permitted so long as it is completely removed. NO scotch or duct tape is to be used. Clean-up and properly dispose of all decorations, banners, signs, etc.
5. Clean the barn and pavilion after use.
 - a. Sweep & clean the floors, you **MUST** wipe up any spills, scuffs, soil spots or any other foreign materials or blemishes including in the bathrooms.
 - b. Wipe ALL tables, counters, sinks with soap and water.
 - c. Be sure the toilets are flushed and any used paper picked up, wipe mirrors and sinks.
 - d. Remove all food items and other personal belongings. .
6. Do not dump grease or coffee grounds in the sinks or toilets, dispose in garbage cans only
7. Bag the BARN garbage and put it in the large cans inside the Silo Room. Extra bags are located in the Silo Room.
8. Bag the PAVILION garbage and put it in the large cans inside bathroom hallway. Extra bags are in utility room.
9. BEFORE LEAVING:
 - a. Make sure all doors, windows and outdoor facilities are closed and locked.
 - b. Shut off all inside lights.
10. Replace park picnic tables and benches as you found them. (Do not drag across any floor(s) or patio, pick up and carry).
11. Pick up any debris outside in the parking lot, shelter and picnic areas.

Your deposit will only be returned *if* you leave the park, barn and pavilion in satisfactory condition and there is no damage.

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