



Town of Chase BARN Special Event Form

Stone Barn and Pavilion: 8246 CTY RD S, PULASKI 54162
Rental Phone/Fax (920) 822-5909 or www.townofchase.org
Effective Date: Nov. 20, 2017



STEP 1: FILL IN THE INFORMATION BELOW

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

ADDRESS: _____

PHONE NUMBER: _____ **E-Mail** _____

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

RENTAL DATE: Sunday, September 10, 2023 Craft Show _____

FACILITY: Stone Barn Park

TIME OF USE: FROM 8 a.m./p.m. TO 5 a.m./p.m. (Includes setup & clean-up time)

Description of Sales: _____

STEP 2: READ THE FACILITY RENTAL POLICIES & PROCEDURES BELOW, THEN SIGN AND DATE.

As the official user, 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:

Signature of Person Renting the Facility Date Signed

Office Use Only
 Rental Fee Paid: _____ Date Paid: _____ Check #: _____



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STEP 3:

Event Day	Rental Fee
Sunday, September 10, 2023	8x8 space inside Barn w/ table and chair - \$45.00 12x12 space outside - \$35.00

Payment/Cancellations: No dates will be reserved until the rental fee, and a signed contract are received. However, reservations are made on a **first come, first serve** basis for the upcoming date. All rental fees are non-refundable if a cancellation occurs. **Initial** _____

STEP 4: MAKE CHECK PAYABLE TO: "TOWN OF CHASE"

MAIL CHECK WITH THIS SIGNED FORM TO:

Town of Chase 8481 County Road S Pulaski, WI 54162

Facility Rental Information:

Hours – The facilities are available for rental between the hours of 8:00 a.m. to 5:00 p.m. **Please note that setup, takedown, and clean-up must be included in your rental time.** **Initial** _____

Facility Rental Policies & Procedures:

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.
- All racks/carts, chairs and tables must remain IN the barn with covers on.
- 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.
- 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.



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- 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 or entered for any purpose.
 - 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.

Initial _____

Setup, Clean-Up & Damage Policy – Setup or building entry prior to rental day and time is strictly prohibited. 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 personal equipment. 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 after use.
 - a. Sweep & clean the floors, you **MUST** wipe up any spills, soil spots or any other foreign materials.
 - b. Wipe ALL tables with soap and water.
 - c. Remove all food items and other personal belongings.
6. Dispose garbage in garbage cans only
7. Pick up any debris outside in the parking lot.

Initial _____