



# Town of Chase PAVILION Reservation Form

Stone Barn Park Pavilion: 8246 CTY RD S, PULASKI 54162  
Rental Phone (920) 822-5909 or [www.townofchase.org](http://www.townofchase.org)  
Effective Date: March 11, 2019



**STEP 1:** CALL CINDY KROLL TO SEE IF YOUR DATE IS AVAILABLE (920) 822-5909  
(Reservations are made on a first come, maximum of 90 days in advance of a rental.)

**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 Pavilion **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:**

\_\_\_\_\_ \_\_\_\_\_  
 Signature of Person Renting the Facility Date Signed

**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: Calculate your rental fee(s)/security deposit payment:

Facility	Daily Rental Fee	Security Deposit
Stone Barn Park Pavilion	\$125	\$125

**Payment/Cancellations:** Payment in full when making reservation, including security deposit. No dates will be reserved until the required rental fees and security deposit fees are received. However, reservations are made on a **first come, first serve**, a maximum of 90 days prior to event. No rental reservations are valid without a copy of the signed form and paid rental fee and deposit. The rental fees are non-refundable if a cancellation occurs, only security deposit is refundable. **Initial** \_\_\_\_\_

**Security Deposits** – A 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 deposit will be returned within a week of the next scheduled Town of Chase Board meeting after your rental with 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 informed where and when you can pick up and return the keys. The keys open the pavilion restroom facilities. Keys must be returned promptly at the end of your event/rental. **Initial** \_\_\_\_\_

**ALL KEYS MUST BE RETURNED PROMPTLY.**



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## Facility Rental Policies & Procedures:

**Pavilion Information** - The pavilion capacity is unlimited since it is an outdoor facility. The restroom capacity for the pavilion is 240 people. If more than 240 people are expected to attend the event, additional portable restrooms must be provided. The park area has picnic tables, park benches, and playground equipment.

**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 \_\_\_\_\_

**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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### **Pavilion/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.
- 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).
- It shall be the responsibility of the renter to obtain any necessary permits or licenses required by law.
- NO animals or pets allowed.
- NO fires.
- 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:

**PAVILION Setup, Clean-Up –**

1. The renter is required to remove all personal equipment.
2. Replace the tables and chairs as you found them. (Do not drag across the floor, pick up and carry).
3. All cleaning equipment is in the utility room.
4. **NO** nails, staples or tacks are to be used on the walls, ceilings, or tables. 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 facility after use.
  - a. Sweep & clean the floors, but 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 your garbage and put it in the large cans inside bathroom hallway. Extra bags are in utility room.
8. Pick up any debris outside in the parking lot, shelter, and picnic areas.
9. BEFORE LEAVING:
  - a. Make sure all doors are closed and locked.

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

Initial \_\_\_\_\_