

ROTARY WATERFRONT PARK PAVILION

SHELTER RENTAL AGREEMENT

JEFFERSON PARKS AND RECREATION DEPARTMENT

317 South Main Street, Jefferson, WI 53549

674-7720

www.jeffersonwis.com

THE JEFFERSON PARKS DEPARTMENT PROVIDES A BASIC SERVICE FOR THE GENERAL USE OF ROTARY WATERFRONT PARK. ALL ACTIVITIES REQUIRING ADDITIONAL EQUIPMENT AND/OR SERVICES SHALL BE CHARGED A FEE TO COVER ALL EXTRAORDINARY SERVICES.

Fees - \$125. Make checks payable to *City of Jefferson*.

Deposit - \$200 in a separate check. This will be returned to the renter if the premises have been cleaned and no damage has been done to the shelter. RENTERS ARE ENCOURAGED TO BRING ALL NECESSARY SUPPLIES AND EQUIPMENT TO PROPERLY CLEAN THE SHELTER AND GROUNDS AFTER USE.

Tables/Benches - The Jefferson Parks Department does not rent tables, chairs and benches. You may rent them through a rental company.

Refuse/Recycling - \$10 for additional receptacles required by the City of Jefferson for users with groups of more than 40 people.

Clean up – The reserving group is responsible for clean up prior to the close of the park at 10:00 p.m.

Decorations – If you plan on decorating at the shelter, please make sure to only use adhesives that will not damage the shelter surfaces. Free standing decorations are recommended. Nails, staples, glue, or other fasteners that will harm the walls or floors are prohibited. After your event, please properly dispose of all the decorations.

Cancellation refund – Cancellation must be received at least sixty (60) days prior to the reservation date to receive a refund. Reservations made within sixty days of the reservation date are not eligible for a cancellation refund or credit.

Reservations – Reservations are accepted beginning at 8:00 a.m. on the first working day in January for the current and following year. All reservations made over the phone will be valid only if the rental fee and deposit are paid and the completed agreement is returned to the City within seven (7) days of the call.

Park Hours – 8:00 a.m. – 10:00 p.m.

PROHIBITED in City of Jefferson Parks - Pets. Camping. Glass Containers. Motorized Vehicles except in designated parking areas. **Fires** except in personal grills. Unburned fuel and ashes shall be disposed of in such a manner as to prevent fire or damage. **No Firearms or weapons** are permitted on this property. Violators are considered trespassers and subject to forfeiture or arrest.

Vandalism – Please help to protect your parks by reporting all vandalism.

- Permission from the Parks Department must be received prior to placing any equipment, such as portable toilets, tents, etc., within the park.
- The Park and Recreation Commission have the authority to refuse future use to any group or person who abuses park facilities or violates any rules.
- The City is not responsible for anything left, lost or stolen on the premises.
- City of Jefferson Police Officers or City employee has the right to enter the rented premises at any time.
- If you have questions regarding handicapped accessibility, please contact our office by phone 920/674-7720 or in writing.

Date Requested: _____

Estimated number in attendance _____

The person named as being in charge, by payment of the fee and accepting the permit, hereby agrees to accept the responsibility for the care and preservation of the public property used. If there is additional damage or cleaning that is needed which goes beyond the deposit amount, the person in charge agrees to pay the entire costs of whatever repairs are deemed necessary by the Parks and Recreation Department within 30 days of the rental.

Signature of the Person in Charge Print Name

Contact Phone Number

Address City, State, Zip

Reservations guaranteed only when the fee is paid and agreement is signed and returned to the Jefferson City Hall no later than _____.

Issuing Official: _____ Date Issued: _____ Date Paid: _____

Rental Fee: cash check # _____ **Deposit:** cash check # _____

Additional Fee: cash check # _____ Amount \$ _____