



DOEPKE PARK SHELTER RENTAL AGREEMENT – 2022

Applicant/Organization: _____

Applicant's Address: _____ City/State/Zip _____

Contact Person: _____ Phone/Email: _____

Type of Event: _____ Date & Time: ____/____/____ @ _____

Tax Exempt #: _____ (For Non-Profit Organizations- Must include Tax Exempt Certificate or WI S-211 Form)

Please answer all of the following:

Approximate # of Attendees: _____
(Max Shelter Occupancy is 50 per State Code. Major Events with more than 100 attendees will incur an additional \$100 fee)

Will there be a fee to attend? Yes No
(if yes, please provide Certificate of Insurance naming the Town of Rib Mountain as additionally insured)

Will there be a tent setup? Yes No
(if yes, please complete a Tent Permit Agreement. Tents exceeding 100 sqft are subject to an additional \$35.00 fee. See approved Tent Location Map)

Will food be served? Yes No
(if yes, check applicable) Catered Prepared Grilled

Will there be Live music? Yes No
(if yes, please review Rib Mountain Municipal Code 9.21 – Noise Regulations)

Will Heat be needed? Yes No
(Heat is required for Winter Rentals from Nov – Apr, but can also be requested for Summer rentals for an additional \$25.00 fee)

Summer Rentals: Sunday – Saturday 10:00 am to 10:00 pm from May through October

Note: The park shelter is NOT air conditioned and rental does not include use of the baseball fields. This is a public park and you are only renting the shelter. All common areas are open to the public.

Fees: \$200 Standard Rental (\$75.00 Deposit, \$125.00 Shelter Rental)
\$150 Non-Profit Rental (\$75.00 Deposit, \$75.00 Shelter Rental)
Must include non-profit forms listed above and must pay with organization funds check or credit card.

Winter Rentals: Sunday – Saturday 10:00 am to 10:00 pm from November through April

Note: This is rental of the North section of the shelter. Warming area (Kitchenette) is open to the public during rink hours. Heat is required on the rental agreement at the time of payment. No portable heaters are allowed inside or outside the shelter.

Fees: \$225 Standard Rental (\$75.00 Deposit, \$125.00 Shelter Rental, \$25.00 Heat)
\$175 Non-Profit Rental (\$75.00 Deposit, \$75.00 Shelter Rental, \$25.00 Heat)
Must include non-profit forms listed above and must pay with organization funds check or credit card.

All applicable taxes are included in the cost of the rental. Cancellations more than 30 days before the event will receive a refund minus a \$50.00 administrative fee. Cancellations 30 days or less before the event will receive a refund minus a \$100.00 administrative fee

Indemnity & Agreement: In consideration for the Town of Rib Mountain renting the use of the Doepke Recreation Area Shelter to said organization / family / individual, hereby covenants and agrees to indemnify and hold harmless the Town of Rib Mountain from and against any and all claims, loss, damage or injury which in any manner or from any cause sustained by reason and/or result of the use of said facility and/or park from all costs or expenses that may in any manner grow thereof. The undersigned further agrees to abide by all ordinance of the Town of Rib Mountain particularly those regulating the use of the premise rented. The undersigned states they are duly authorized to execute this Indemnity and Agreement on behalf of said organization / family / individual; that they have read the foregoing and that they have received a copy thereof.

Applicant Signature: _____ **Date:** _____

For office use

TOTAL FEES REQUIRED: \$ _____ **DATE PAID:** _____ **RECEIPT #:** _____

REFUND ISSUED/DENIED BY: _____ **DATE:** _____ **AMOUNT: \$** _____ **CHECK #:** _____

SHELTER POLICIES AND PROCEDURES

Please Sign and Date this page at the bottom to acknowledge that you have read and understand the Shelter Policies and Procedures.

Reservations: Reservations are accepted on a rolling twelve-month basis and can be made up to twelve months in advance. Reservations will be taken Monday through Friday, 8:00 am to 4:30 pm at the Municipal Center and cannot be guaranteed by phone. ***To secure a reservation, a completed application and full payment must be received;*** otherwise, reservation is not secured. All reservations require a minimum of seventy-two hours advanced notice. This policy will apply to all residents, non-residents and non-profit organizations. Please note there will be no exceptions to this policy. Please Note: Per State Building Code Maximum Building Occupancy is 50 people.

Key Pickup/Return/Deposit: The key is available for pick-up one day prior to the reservation date or Friday before the weekend or holiday at the Rib Mountain Municipal Center from 8:00 am to 4:30 pm Monday - Friday and must be returned to the Municipal Center the following day after event or Monday following weekend events. Please note we are not open on weekends or holidays. It is your responsibility to pick up the key prior to a weekend or holiday. ***Deposit check will be issued approximately two weeks after the event unless there are charges due to damage. Please note the loss of the shelter key forfeits your \$75 deposit.***

Winter Rentals: The warming area will be open to the public during the winter ice rink hours, Monday through Friday 4:00pm to 9:00pm and Saturday through Sunday 1:00pm to 9:00pm. Rentals will have full use of the back area during these times. Rink attendant will be staffed during rink hours.

Town Park Hours: Sunrise to 10:00 p.m. (per Chapter 19 of the Municipal Code) Renter must vacate premise by closing time.

Public Meetings and Sales: No person shall give or take part in any entertainment exhibition or hold any public meeting or engage in public speaking in any Town Park without written consent of the Town Park Commission. (Per Chapter 19 of the Municipal Code)

Advertising/Sales: No person shall sell or offer for sale any goods, wares, or merchandise in any Town Park, except as authorized by the Town Park Commission and when holding proper licenses. No person shall distribute or post bills or advertisements in any Town Park without written consent of the Town Park Commission. (Per Chapter 19 of the Municipal Code)

Smoking: No Smoking inside the building.

Reservations: It is the user's responsibility to inspect the premises and report any problems. The user shall be responsible for costs and materials associated with the clean-up and/or repair of damages if the user and/or invitees do not meet the terms of the agreement. Charges will be deducted from the deposit for any damage, cleaning, lost keys, or other services required.

Cancellations: ***Cancellations more than 30 days before the event will receive a refund minus a \$50.00 administrative fee. Cancellations 30 days or less before the event will receive a refund minus a \$100.00 administrative fee.***

Decorations: Staple guns, staples, nails, thumbtacks, etc. are not permitted. All tape must be removed after the event. Applicant will be charged for any damage caused by any of the previously mentioned methods.

Clean-up: Immediately following the function the renter is responsible for cleaning and restoring the entire park shelter. Litter must be picked up in and around the shelter. Sweep the floor, wipe off tables, counter tops, and benches. Please securely tie garbage bags and dispose of them in the dumpsters located at the east end of the parking lot. Turn off all lights and lock all doors except exterior bathroom doors. Garbage bags will be provided. Extra garbage bags and toilet paper are located under the kitchen sink.

Supervision: The user shall provide one adult chaperone at all functions. Security cameras will be operational on the premises. Facility will not be staffed during rental over summer months, procedures must be adhered to.

Major Event: Such an event shall be defined as usage or rental of Park facilities including baseball diamonds (i.e. tournaments), which may involve multiple days and large number of individuals (100+ attendees). For such events, the rental of the shelter shall automatically be required for each day of the event. Determination of a "Major Event" shall be made at the time of the request for rental. The final determination of whether such a request qualifies as a "Major Event" shall be made by a representative of the Town of Rib Mountain. Major events will incur an additional \$100 fee

Applicant Signature: _____ **Date:** _____