

PAVILION RENTAL AGREEMENT

NAME: _____ TODAY'S DATE: _____
ADDRESS: _____ RENTAL DATE: _____
PHONE #: _____ LOCATION: _____

This form confirms your rental for the park pavilion stated above in the Village of Poynette. The rental fee is due at the time of reservation to guarantee the pavilion. If you cancel your rental 30 days prior to the event, the rental fee will be returned. If you cancel your rental within 30 days of the event, your rent will be forfeited to the village, or you can receive a credit towards park rental fees for a later date.

A \$35 charge will be made for any payment check returned to the village for non-sufficient funds. Setup will be allowed no sooner than the start of your blocked rental time and cleanup should be finished on or before your blocked ending time.

Please Note: ADULT SUPERVISION is required at all times when juveniles are present.

Renter's Signature: _____

Clerk's Signature: _____

For Office use only

Fee Paid: ___ Yes ___ No Rec'd by: _____ Date paid: _____

Deposit Paid: ___ Yes ___ No Rec'd by: _____ Date paid: _____

NOTES: _____

POYNETTE VILLAGE PAVILION POLICY

RENTAL FEES ARE PAYABLE IN FULL WHEN PAVILION IS RESERVED

PAUQUETTE PARK RENTAL:

\$50 ALL DAY RENTAL

(Park closes at 10:30 p.m.; hours may be extended until 1:00 a.m. with prior approval from Village Administrator or designee.)

VALLEY VIEW PARK RENTAL:

\$25 FOR UP TO 3 HOURS

(Splash Pad hours of operation are from 9:00 a.m. – 9:00 p.m. Memorial Day through Labor Day)

NOTE: SPLASH PAD IS NOT PART OF ANY RENTAL AGREEMENT AND IS OPEN TO THE PUBLIC AT ALL TIMES DURING NORMAL OPERATING HOURS.

USERS ARE RESPONSIBLE FOR THE ACTIONS OF THEIR GUESTS

USERS ARE RESPONSIBLE FOR DAMAGE RESULTING FROM THEIR EVENT

USERS MUST CLEAN UP AFTER THEIR EVENT

CLEAN UP ALL AREAS WITH IN THE PAVILION PER CLEANING CHECKLIST.

REPLACE ALL PICNIC TABLES AS FOUND WITH IN THE PAVILION.

TAKE ALL GARBAGE AND RECYCLING WITH YOU WHEN YOU LEAVE.

CLEAN RESTROOM

PLEASE NOTIFY VILLAGE STAFF MEMBERS OF ANY BROKEN GLASS DURNING EVENT, OF ANY DAMAGE DONE TO VILLAGE EQUIPMENT, OR IF RESTROOMS NEED TO BE RESTOCKED OR SERVICED. THE VLLAGE HALL PHONE # IS 635-2122, PRESS 1 FOR VILLAGE OFFICES OR PRESS 5 FOR PUBLIC WORKS FOR AFTER HOUR S, PUBLIC WORKS CAN BE CONTACTED AT 697-3226

ALCOHOLIC BEVERAGES MAY BE SERVED, BUT A CASH BAR IS NOT ALLOWED. MONEY MAY NOT CHANGE HANDS IN ANY FORM FOR ALCOHOLIC BEVERAGES. (1/4 BARRELS AND 1/2 BARRELS ARE ALLOWED) ALL DRINKS MUST BE SERVED IN CANS, PLASTIC OR PAPER CUPS.

IN CERTAIN CASES, PROOF OF INSURANCE MAY BE REQUIRED TO USE VILLAGE SPACE.

IF A CATERER IS TO BE USED, PROOF OF INSURANCE MUST BE PRESENTED PRIOR TO USE.

IF RESERVATION IS CANCELLED:

IF CANCELLED 30 DAYS PRIOR TO EVENT, RENTAL FEE WILL BE RETURNED. IF CANCELLED WITHIN 30 DAYS RENTAL FEES WILL BE FORFEITED TO THE VILLAGE OR YOU CAN RECEIVE CREDIT TOWARDS PARK FEES FOR A LATER DATE.

CLEAN UP CHECK LIST

Picnic tables put back

Garbage cleaned up and disposed of

Bathrooms cleaned up

Please make note of any damage done to the area _____

For Office use only

Date checked by Village: _____ By: _____

Deposit returned: _____ Yes _____ No

Comments: _____

PAVILION Reservation Form

Name: _____

Address: _____

Phone: _____

Group Name/Event: _____

Date (S) and Time(s) Needed: _____

Location: _____

Rental Fee _____

For Office use only

Fee Paid: _____ Yes _____ No Rec'd by: _____ on _____ Date paid: _____

NOTES: _____