

WATERLOO FIREMEN'S PARK USE CONTRACT

Today's Date: _____
Receipt# _____

500 Park Ave, Waterloo, WI 53594 – 920-478-3025 – Parks@waterloowi.us

Event Type: _____ Date of Event: _____ # of Guests: _____

Arrival Time: _____ Dinner Time: _____ Ending Time: _____ (All persons must be out by 1am)

Client Name: _____ Address: _____ City: _____

State: _____ Zip: _____ Email: _____ Phone #s: 1) _____ 2) _____

Primary Contact: _____ Secondary Contact: _____

Building/Grounds being reserved:

Pavilion – Whole: _____ Upper: _____ Lower: _____ Bingo Hall: _____ Reunion Hall: _____ Bandstand/shelter: _____ Concession Shelter: _____

Baseball Diamond: _____ Lower Diamond: _____ Upper Diamond: _____ T-ball Diamond: _____ Gazebo: _____ WRT: _____ Carousel: _____ MBC: _____

Other Facility Not Listed: _____

*** A key deposit equal of \$500 of total rental fees must be on file in the event of damages or additional charges incurred by the client or client's party. *** The City of Waterloo holds the right to invoice for any damages over the \$500 key deposit amount. Failure to secure building(s) after rental will result in deposit being withheld. * Specific requirements of beer & liquor shall be set forth in a separate document no later than 10 days prior to the event date.**

Building Rental Fee: \$ _____ This amount is for the facility only, other charges may still apply key deposit, etc.)

Amount of Deposit: \$ _____ A minimum of half the building rental fee is due at signing of contract. ***30-90 days from rental only 50% deposit re-fundable***

Key Deposit: \$ _____ There is a \$500 key deposit (per key) due for all keys handed out

Other Fees: \$ _____ Description: _____

Balance Due: \$ _____ Amount to be paid 2 weeks **PRIOR** to date of event or other accommodations is made before event with Park Coordinator.

Payment Type: _____ Amount Paid: _____ Check #: _____ Name on Check: _____

Other Info: _____ Additional Comments: _____

Park Use Policies:

- Refunds only before 90 days and from 30-90 days 50% refund. No refunds after 30 days before event of any kind.
- A Wisconsin sales & use tax of 5.5% will be applied on all rentals, beverages & services.
- Deposit(s) will be returned after 15 days if areas are left in reasonable condition and keys to building(s) have been returned.
- All bands/music must stop playing at 12:00 am (Midnight). The bar will stop serving at 12:00 am. Everyone will be out by 1:00 am.
- Facility may be made available the day before the rental for set up or other accommodations are made with the Parks Coordinator.
- Only tape that can be removed easily may be used to attach items to the walls or doors. Only use wiring to hang decorations from the ceiling.
- No Rice, birdseed or confetti of any kind is to be used.
- All open flame must be approved by the Park Coordinator with the exception of food warming devices.
- No one under the age of 21 may consume alcohol. If minors are found consuming alcohol the event can be terminated immediately w/full payment due.
- Client will be responsible for damages inside or outside of the rented area, any broken or stolen items or any extensive cleaning.
- No animals or pets are permitted in the buildings with the exception of service animals. The client assumes all responsibility for such animals & actions.
- Waterloo Firemen's Park shall not be held liable for any injuries which might be sustained by any member of the party during the gathering.
- The Park is not responsible for damage or loss of any merchandise, articles of clothing or personal belongings prior to, during, or after an event.
- The Park reserves the right to require any renter to pay for a security team for an event. The Park must approve of the security team prior to the event.
- The renter is responsible for providing a license caterer, food service or person for cooking/transporting/etc. of all foods for events. Waterloo Firemen's Park will not be held liable for any food related illness or incidents.
- Waterloo Parks shall be released from its obligations hereunder for events beyond its control: acts of god or similar.
- A reservation is not considered complete until this signed agreement with security deposit and at least 1/2 of the building rent has been submitted.
- By signing below the Client agrees to the terms and conditions set forth in this contract.

Authorized Park Representative Signature/Date

Client's Signature/Date

Please mail signed contract and deposit to: City of Waterloo - Parks, 136 N. Monroe Street, Waterloo, WI 53594

https://waterloowi.sharepoint.com/sites/Fileshares/data/Common/PARKS/FORMS/2016-03-03ParksContract_ver20160303.docx