

PIERCE PARK COMMUNITY PAVILION
RESERVATION APPLICATION

Applicant Information

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Contact Person (if different from above) _____

Function Description

Day & Date/Time: _____

It is important that the dates & hours requested include set-up, take-down, and cleaning time. The user is expected to clear and clean the building to the Department's requirements before the closing time listed. Be certain that your specified hours include deliveries made by vendors who may have to deliver your supplies to our buildings prior to your arrival. This reservation will only be for the day/dates listed, no one will be allowed to enter the building to set-up the day before a reservation date.

Table with 3 columns: Rental Fees, City of Baraboo Resident/Non-Profit Group, Non-Resident/Profit Group, Amount Paid. Values: \$225.00, \$450.00, _____

Rental Dates are available from May 15th thru October 15th of the current year.

This contract made by and between the Baraboo Parks & Recreation Commission and "Renter of Facility" to use the Pierce Park Community Pavilion at the place, times and hours listed on this application and to contract under the rules and regulations laid down by the Commission:

The User agrees to indemnify and save harmless the City of Baraboo, and their employees, elected and appointed officials, and agents from any and all liabilities for claims of bodily injury, property damage, or of any other nature whatsoever arising out of use of Baraboo park properties herein specified.

The User, individual, jointly, and severally, agrees to abide by all rules and regulations formulated by the Commission for use of buildings and facilities, and to adhere to all specifications and limits listed by the Commission in the contract. To be responsible for the careful use of the facilities described herein; to make good all loss or damage sustained as a result of the activities held or promoted pursuant to this contract; and to be responsible for all preparation and reasonable cleanup after use.

CANCELLATION POLICY: The Commission will cancel and void this contract and refund 50% of collected user fee, if written notice is delivered by the User seven (7) days in advance of the contractual use date. The User agrees to forfeit the refund of fees if cancellation is delivered after this period.

SECURITY DEPOSIT: Renters of the Pierce Park Pavilion are required to pay a security deposit of \$200.00 in cash prior to the event. You must make an appointment with the Parks Director to pick up the keys and go over the pavilion rental procedures. This deposit should be paid in cash. The deposit will be returned upon satisfactory cleaning after the event and return of the keys.

KEYS: When renting the Pierce Park Pavilion, you will need to pick up the key. This key will open the building and any inside portions as specified in the rental application. The keys must be picked up in the Parks & Recreation Office of the Civic Center, 124 2nd Street, Room 17. Office hours are Monday thru Friday from 8:30 AM to 1:00 PM & 2:00 to 5:00 PM. The office is closed on holidays and weekends. If you have rented a shelter for a Saturday, Sunday, or holiday, you will need to pick up the key beforehand.

I, the undersigned, accept full responsibility for the terms and conditions of this application, and certify that it is accurate and complete. I understand that inaccurate information is grounds for cancellation of any reservation granted to me and may jeopardize future reservations.

Signature of Responsible Party _____ Date _____

Renters must arrange a meeting at least 1 week prior to event to review rental rules, discuss music procedures (if applicable) and pay the security deposit. Contact the Parks & Recreation Office to set up this meeting.