

**TOWN OF MINOCQUA FACILITY USE RESERVATION FORM
MINOCQUA PARK COMPLEX PAVILION (10295 Highway 70 West)**

SECTION 1 – CONTACT INFORMATION

Applicant Name: _____

Name of Organization: _____

Mailing Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Check One: Minocqua Resident Non-Resident Minocqua Property Owner

Non-Resident, Non-Minocqua Property Owner

SECTION 2 – EVENT DESCRIPTION

Activity / Purpose of Use: _____

Check One: Personal Business Use or For-Profit Activity Not-For-Profit Organization or Activity

Requested Use Date(s): _____

Hours of Use on Requested Date(s): _____

Is the activity / event open to the general public? _____

Estimated Number of Participants: _____

Is there an admission fee, participation charge or donations solicited from attendees? _____

Explain: _____

SECTION 3 – HOLD HARMLESS

APPLICANT / ORGANIZATION ACKNOWLEDGES THAT PAVILION RESERVATION AT THE MINOCQUA PARK COMPLEX INCLUDES ONLY THE MAIN PAVILION; THE PAVILION REST ROOMS AND OTHER PARK FACILITIES AND GROUNDS REMAIN OPEN TO THE PUBLIC.

I understand that my use and (if applicable) my organization's use of any Minocqua Town facility is voluntary and that I am using it for my/our benefit only. I agree that my/our use of any Minocqua Town facility is undertaken at my/our own risk and that the Town of Minocqua will not be liable for any claims, injuries or damages of whatever nature incurred by me, members of my organization or third parties due to my own negligence or the negligence of members of my organization or the negligence of third parties. On behalf of myself and (if applicable) the organization I represent, I expressly forever release and discharge the Town of Minocqua, its agents or employees from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the Town of Minocqua from any claims, injuries or damages of whatever nature arising out of or connected with my use of any Minocqua Town facility. I also agree to reimburse the Town of Minocqua for any damage, breakage, maintenance or cleanup costs arising out of my use of any Minocqua Town facility. **I agree to remove any and all garbage generated by my/our use and remove all items the day of the event. I/we understand that the entire deposit is subject to forfeiture for failing to remove garbage or other items the day of the event.**

Printed Name of Applicant/User/Organization Agent: _____

Signature of Applicant/User/Organization Agent: _____ Date: _____

**RETURN THIS COMPLETED FORM TO: Town of Minocqua, 415 Menominee St, Ste 300, Minocqua, WI 54548
or email to: office@townofminocqua.org.**

****NO DATES ARE RESERVED UNTIL THE COMPETED FORM IS RETURNED TO THE TOWN****

OFFICE USE ONLY:

Date Confirmed: _____

Calendar

Web

Deposit Rec'd Date: _____

Deposit Ret'd Date: _____

Payment Rec'd Date: _____

Payment Amount: _____

Town of Minocqua Facility Use Reservation Policy Minocqua Park Complex Pavilion (10295 Highway 70 West)

- Reservation applications can be filled out and submitted to the Town at any time throughout the year. Applications made for the following year will be held until January 15th, allowing the Chamber of Commerce, local service organizations and baseball leagues to schedule events first.
Applications submitted for a date further out than one year will not be accepted.
- All sections of the application must be completed, including signature by applicant/responsible agent and include security deposit. Dates will not be officially reserved until the Town receives the completed form.
- Preference for reservations will be given to Minocqua residents, then to non-resident Minocqua property owners. If there are multiple requests for the same date, the Town may give preference to the event that is likely to benefit the most people or provide most benefit to the local economy.
- Applicants need to be aware that, even if the Minocqua Park Complex Pavilion is reserved, the pavilion rest rooms and the remainder of park facilities and grounds remain open to the public.
- All garbage generated by the event must be removed immediately after the event or the entire security deposit will be forfeited. Plan ahead for a means to remove garbage from the facility.
- The park closes at 10:00 P.M. and all events and activities must be concluded by that time. All clean up must be completed and all items must be removed the day of the event or the entire security deposit will be forfeited and an additional day of rental will be charged.
- Each reservation form will be reviewed on an individual basis. The Town retains the right to refuse any request at its discretion.

Minocqua Park Complex (70W) Facility Use Fees				
Resident/ Owner	Non-Resident/ Non-Owner	For-Profit	Local Non-Profit	Security Deposit*
\$250.00/day	\$400.00/day	\$500.00/day	\$200.00/day	\$250.00

**Security deposit is refundable, but will be held in its entirety in case of damage, breakage, maintenance or cleanup costs including, but not limited to, failure to remove garbage and/or other items the day of the event.*