

OFFICE USE ONLY: Calendar: _____ Website: _____ Confirmed: _____ Deposit: _____ Deposit Ret'd: _____ Payment: _____

Section One:
Contact Info

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Check which best describes you:

Minocqua Resident Non-Resident Taxpayer Non-Resident For Profit Not-for-Profit

Section Two:
Event Description

Date(s) of Intended Use: _____

Time of use: _____ Number of Participants: _____

Purpose of use: _____

Will a fee be charged or donations solicited from participants? Yes No Amount: _____

Is the general public welcome to attend or participate in this event? Yes No

Facility Requested:

70W Pavilion (**I understand this rental only includes the pavilion, the park and bathrooms remain open to the public**)

Section Three:
Hold Harmless

I understand that my use of any Minocqua Town facility is voluntary and that I am using it for my benefit only. I agree that my use of any Minocqua Town facility is undertaken at my 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 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 event. I understand I am subject to deposit forfeiture for not removing the garbage.**

Printed Name of User/Agent

Signature of User/Agent

Date

Please return this form to:

Town of Minocqua
415 Menominee Street, Suite 300
Minocqua, WI 54548
(P) 715-356-5296
(F) 715-356-1132
office@townofminocqua.org

Town of Minocqua Facility Use Reservation Policy

Minocqua Park Complex (70W)

- 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 and local service and sporting organizations to schedule events first. Applications submitted for a date further out than one year will not be accepted.
- Completed applications will be reviewed on January 15th of each year. Completed applications must include a signed application and security deposit.
- Preference for reservations will be given to Minocqua residents, then to Minocqua taxpayers, and finally by date submitted, with preference given to the earlier date.
- When reserving the Minocqua Park Complex pavilion (70W), the remainder of the park and the bathrooms in the pavilion remain open to the public.
- All garbage generated by the event must be removed and taken with you immediately after the event or the entire security deposit will be forfeited.
- Each reservation form will be reviewed on an individual basis. The Town retains the right to refuse any request at their discretion.
- The park closes at 10 p.m. and all events must end at that time.

Minocqua Facility Use Fees						
	Resident	Non-Resident	For Profit	Non-Profit	Benefits	Security Deposit*
Parks						
Large Event (over 50 people)	\$100.00/day	\$150.00/day	\$200.00/day	\$0.00	\$0.00	\$100.00
Small Event (under 50 people)	\$0.00	\$100.00/day	\$200.00/day	\$0.00	\$0.00	\$100.00

*Security deposit is refundable but will be held in entirety in case of damage, breakage, maintenance or cleanup costs (including failure to remove garbage after the event) arising out the use of any Minocqua Town facility.