

Section One:
Contact Info

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Check the box that 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:

- Bradley Room (Small) Torpy Room (Medium) Boardroom (Large) Gym Torpy Park Pavilion

- 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

Torpy Park

Reservation applications for Torpy Park 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 sporting organizations to schedule events at Minocqua facilities first. Applications submitted for a date further out than one year will not be accepted. On the 15th of January, completed applications will be reviewed. Completed applications will include a signed application and deposit. Preference for Torpy Park reservations will be given to Minocqua residents, then to Minocqua taxpayers, and finally by date submitted, with preference given to the earlier date.

Minocqua Park Complex

Reservation applications for the Minocqua Park Complex will be handled the same as Torpy Park, with the difference being that preference will first be given to Minocqua Rotary Clubs for the use of the kitchen/concession stand at the Minocqua Park Complex. Reservations will then 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, the park and the bathrooms remain open to the public.

Minocqua Center Gym and Meeting Rooms

Reservation applications for the Minocqua Center Gym can be filled out and submitted to the Town at any time throughout the year. The applications will be reviewed and assigned twice a year, the first of July and the first of January. Should two applicants request the same time slot, preference will be given to the applicant who has not previously had the time slot. Certain reservations for yearly time slot reservations have been grandfathered in.

Reservations for the Minocqua Center meeting rooms are taken on a daily basis and are assigned on a first come – first served basis.

All reservations for the Minocqua Center gym and meeting rooms are subject to reassignment to another date or another location if an annual event or Town event needs the location and/or date.

FOR OFFICE USE ONLY

Deposit Amount: _____ Paid On: _____ Check No: _____

Fee Amount: _____ Paid On: _____ Check No: _____

Deposit Return Info _____
