

# VILLAGE OF STAR PRAIRIE

## **2017** BALLPARK SHELTER RESERVATION FORM

**Ballpark Shelter**

**Ballpark Shelter Lights**

**Enclosed Building**

**Softball Field**

Reservations will be taken for the current calendar year, starting January 3<sup>rd</sup> or the first working day of the calendar year.

Reservations cannot be accepted for the weekend before Easter, the 3<sup>rd</sup> week of August, Ox-Cart Days (Sunday through Sunday).

**NAME/ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**RENTAL DATE:** \_\_\_\_\_ **APPROX. TIMES:** \_\_\_\_\_

**EVENT:** \_\_\_\_\_ **APPROX. ATTENDANCE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Please use the back of this form to add any information which you feel the Park Committee would find reasonably necessary to make a fair determination as to whether a permit should be issued.

**PARK FEE: One Hundred Dollars (\$100.00) per event**

check # \_\_\_\_\_

**DEPOSIT: Fifty Dollars (\$50.00) damage/cleaning**

check # \_\_\_\_\_

**SEPARATE CHECKS ARE REQUIRED** made to Village of Star Prairie for the Park Fee and damage/cleaning Deposit. The Deposit check may be picked up by the person making the reservation ten (10) days after the event date (or the Deposit check will be shredded); providing that there is no damage or need for special cleaning. A refund of the Park Fee and Deposit are allowed if cancellation is made thirty (30) days prior to the event date.

### **PARK AND SHELTER RENTAL RULES:**

- 34 picnic tables are supplied at the Shelter. Additional seating is your responsibility.
- No glass of any kind is allowed in the parks.
- No furnishings are to be removed from the shelter.
- No staples or nails are to be used on shelter poles and/or tables.
- No stakes can be driven into the ground without calling Diggers Hotline.
- **ABSOLUTELY NO STAKES IN BLACKTOP PAVEMENT.**
- Amplified music is not allowed unless specific authority is first obtained from the Village Board.
- Motor vehicles are to be driven and parked in designated areas only
- Vehicles may not drive or park on trails or grass.
- Pets, including animals of any species, shall not be permitted to run at large.
- Renter is responsible for removing any decorations and placing all trash in proper receptacles.
- Enclosed building/kitchen is available for use at the time of rental. A key will need to be signed-out at the Village Office within the week prior to rental date. There are a number of refrigerators, freezer, sink and gas stove/oven. All appliances are unplugged, cleaned and opened after use.
- Ball field can be reserved if it is not currently reserved for a game or tournament over your rental date.
- Persons reserving Village facilities shall be completely responsible for cleaning up the facilities after the event to the satisfaction of Village of Star Prairie officials.

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I have read the Park and Shelter Rental Rules and accept responsibility for enforcement of all Park rules and proper conduct of all persons using the facility. I/We further agree to indemnify and hold the Village of Star Prairie, its agents, trustees and employees harmless from any claim, cause of action, damage, injury, liability, cost, expense (including reasonable attorney fees) incurred or suffered by the Village, its agents, trustees and employees attributable or arising from my/our use of the Village park facility pursuant to this reservation.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Return to:** **VILLAGE OF STAR PRAIRIE**    **P.O. BOX 13**    **STAR PRAIRIE, WI 54026**  
**Phone: 715-248-7231**    **Fax: 715-248-7501**  
**Email: starpv@frontiernet.net**  
**Website: www.villageofstarprairie.com**

**Park Committee approval:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

KEY NUMBER	FOR	DATE ISSUED	ISSUED BY	RETURN DATE	REMARKS

By accepting the identified key(s), I hereby agree to take diligent care of and promptly report any loss thereof. I further agree to not give possession of said key(s) to any other person nor cause or allow copies to be made of said key(s). Keys must be returned to Village Clerk for Deposit refund.

SIGNATURE	
NAME	ADDRESS
PHONE	