



Town of Caledonia

www.townofcaledonia.com
PO Box 190, Readfield WI 54969
(920) 667-4773

Rental Agreement for Town of Caledonia Park Facilities

Use the event calendar at www.townofcaledonia.com to determine the availability of your date. Review the rental rules and cost of facilities to determine what options you need for your event. Print, fill out, and return the Rental Agreement with required fees to the Town of Caledonia. **Your reservation is confirmed when the Town has received your completed rental agreement and payment and has added your reservation to the Town calendar.**

Details of Rental:

Rental Date: _____

Location: ☐ Readfield Park Pavilion ☐ Gruetzmacher Park Community Center

Type of Event: _____

Name: _____

Address, City, Zip: _____

Phone Number _____

Email: _____

Gruetzmacher Community Center:

Weekday - up to 5 hour rental

- ☐ No kitchen \$125
☐ With kitchen \$150

Weekend & Holiday - up to 5 hour rental

- ☐ No kitchen \$275
☐ With kitchen \$300

Readfield Park Pavilion:

Park Shelter - all day rental

- ☐ Weekday \$ 50
☐ Weekend & holiday \$100

Payment enclosed: \$ _____

Rental time (including set up and take down)

Start: _____ End: _____

of people expected: _____

Please return rental agreement along with full payment to:

Town of Caledonia, PO Box 190, Readfield WI 54969

or

Place in the secure drop box in the Town Hall front door.

Contact the town clerk with questions: caledoniatownclerk@gmail.com or (920) 667-4773

I have read the Rental Rules and agree to abide by them:

Signature: _____

Date: _____

Updated for 2027 rental year

Rental Rules:

1. The signed rental agreement and payment for rent is due before rental can be confirmed. Until payment is received, the facility is not considered rented and the date is available. There are no exceptions.
2. Cancellation must be made at least 7 days in prior to the event to receive a refund.
3. No alcohol sales or exchanges for value are allowed without a license issued by the Town Clerk. The Town of Caledonia accepts no responsibility for the effects of alcohol or other drugs used by renter, its members, guests, or other attendees.
4. Town of Caledonia is not responsible for lost or stolen articles.
5. Renter shall vacate the premises by 10:00 pm.
6. Decorations must be freestanding and not damage community center structures/tables
7. Open flames, sparklers, and sky lanterns are prohibited.
8. Fireworks require a special permit
9. Vehicles must remain in designated parking areas; no motorized vehicles on trails and no parking on grass.
10. Violations may result in denial of future rentals.
11. No smoking or vaping inside or within 20' of community center
12. No firearms or weapons allowed
13. Only certified service animals permitted indoors
14. No overnight parking or camping
15. No amplified sound or loud noises
16. End of rental cleanup:
 - a. Renters are responsible for cleanup of the community center and surrounding area.
 - b. All trash bags should be put in outdoor dumpster and new bags put into the barrels.
 - c. Tables & chairs cleaned and returned to their original locations.
 - d. If used, kitchen cleaned & fridge emptied
 - e. Return audio-visual equipment to original location
 - f. Clean kitchen thoroughly
 - g. Sweep floors

I agree to indemnify and save harmless the Town of Caledonia and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the Town of Caledonia properties herein specified. I have received and agree to abide by all rules, regulations, and policies established by the Town of Caledonia for the use of buildings, properties, and facilities; and to adhere to all specifications and limits listed.