

Village of LaValle
P.O. Box 13 / 101 W. Main Street
LaValle, WI 53941
Phone: 608-985-8383 Email: clerk@villageoflavallevi.gov

The Village of La Valle has one park with two shelter facilities. The large shelter has picnic tables and is suitable for a family reunion. The small shelter has a bathroom attached and can be rented with or without the use of the kitchen (with kitchen is an additional fee) and is suitable for all types of gatherings. Security deposit is required. We request security deposit and shelter rental checks to be written in two separate checks. Money does not need to be received until 2 weeks prior to event. After event the facility is checked, there are no damages and key is returned if kitchen is rented you may pick up security deposit at Village office or Clerk can shred it. All fees are subject to change for following year.

Rental:	Fees:
Large Shelter Pavilion (20 picnic tables): <u>Deposit: \$50</u>	\$25/day for village resident \$35/day for non-village resident
Small Shelter with kitchen (9 picnic tables) <u>Deposit: \$100 w/kitchen</u>	\$100/day for village resident \$125/day for non-village resident
Small Shelter without kitchen (9 picnic tables) <u>Deposit: \$50</u>	\$35/day for village resident \$45/day for non-village resident
Weekend-long events: <u>Deposit: \$100.00 w/kitchen</u>	\$250/weekend (Friday-Sunday) includes kitchen

Reservations: Reservations can be made during clerk hours by calling or stopping in: Monday - 8am to 1pm

Village clerk will accept reservations on first come first serve. Users should inspect building and report any damages or concerns prior to event set-up begins. Charges will be deducted from the deposit for any damage, cleaning, lost keys or other services required after event.

Keys: The keys for the shelter(s) must be picked up at the Village clerk's office during office hours prior to event. Keys must be returned the next day or if a weekend, the Monday following the event. Deposit must be received prior to release of keys.

Parking: the driveways at the ends of the small shelter are for loading and unloading only. All vehicles should use street parking where available or the parking lot across from the park. Swimming pool parking is for the use of pool patrons only during pool hours. All attempts should be made to stay off the grass when loading and unloading event supplies, especially when the ground is wet.

Animals: Domesticated animals are not allowed in the park, with the exception of registered service animals.

Park Hours: All park facilities are closed to the public from 10:00pm to 7am. Authorized events occurring during these hours must have prior approval of the Village Board. Village Board meetings are the second Monday of each month.

Beer/Liquor: consumption of beer is allowed in the park, however the sale of beer is prohibited*. Liquor is prohibited. *Under Wisconsin Statutes, a Temporary Class "B" license is available to organizations that meet certain requirements. There is a 15-day waiting period. Please contact the Clerk's office for more information.

Clean-Up: The Village of La Valle takes great pride in the park facilities. We expect that all park users will leave the facilities clean and garbage free. Facility users are expected to clean all tables, floors, and countertops after use:

- **Tables:** All tables moved from shelter to shelter must be put back at the end of the event. Tables should be washed.
- **Coolers:** Empty and wiped out
- **Kitchen/Pavilion:** Cleaned and locked
- **Floors:** Should be swept and free of garbage and cigarette refuse
- **Garbage*:** Garbage bags should be placed in the small dumpster provided at the end of the event. (* events longer than one day must dispose of their own trash either through dumpster rental or other means)
- **Bathrooms:** check for excess garbage, all toilets flushed and general cleanliness.
- **Lights:** Turned off

Thank you!