Wheaton Park Reservation Application

Name of Contact Person: _____ **Contact Phone #:** _____

Contact Email Address: _____ **Alternate Phone #:** _____

Mailing Address: _____

Address **City** **State** **Zip Code**

Town of Wheaton Resident (Please Circle): **YES** **NO**

Type of Event: _____

Date of Event: _____ **Start Time:** _____ **End Time:** _____

Check Location	Event Location – Pavilions/Park	Resident Fee	Resident Deposit	Non-Resident Fee	Non-Resident Deposit
	Ball Fields Only*	No Charge	No Charge	No Charge	No Charge
	Tennis/Basketball Court Only	No Charge	No Charge	No Charge	No Charge
	Upper Pavilion & Field+	$50.00	$100.00	$100.00	$100.00
	Lower Parking Lot with Restrooms	$50.00	$100.00	$100.00	$100.00
	Lower Pavilion & Field+ ** (April - June)	$50.00	$100.00	$100.00	$100.00
	Lower Pavilion & Field+ ** (July - October)	$100.00	$100.00	$150.00	$100.00
	Special Event	Negotiable with Wheaton Parks Commission			
	Tournament – 3 Days Includes: 1 – 3 Fields, 1 – 2 Pavilions, Concession Bldg. **Excludes: Garbage Service, Field Help, and Concession Help**	$500.00	$150.00	$500.00	$150.00
	Tournament – 3 Days Includes: 1 – 3 Fields, 1 – 2 Pavilions, Concession Bldg., Garbage Service, Field Help, and Concession Help	Negotiable with Wheaton Parks Commission and Wheaton Organization			

* Ball Field Rentals for practices/games are ONLY available to Non-Profit Entities & require Parks Commission approval.
+ Coolers/Freezers are Wheaton Ball property and NOT available for rentals.
** Lower Concession Building is **NOT** available from Mid-April through End of June. Questions contact Ken Books.

Total Fee Owed: _____

Total Deposit Owed: _____

NOTE: Please submit one check for the deposit and a second check for the fee if applicable.

Make All Checks Payable To: Town of Wheaton

Please mail the completed reservation application along with payment (fee and deposit) to:

Ken Books
Town of Wheaton Parks Commission Chair
1121 40th Street
Eau Claire, WI 54703

RULES

1. **Park hours are 7:00 AM to 10:00 PM. Later park hours available upon request.**
2. **Park is a public facility so people are welcome to still utilize non-rented areas including playgrounds, ball fields, and tennis/basketball courts.**
3. **Restrooms will be opened and/or rental key distributed the day of the rental. Please contact Wheaton Parks Commission Chair to confirm a time. If your rental key is not returned your deposit will NOT be returned. Pavilion rentals are available 7 days a week.**
4. **No driving on the lawn to load or unload vehicles.**
5. **Pets are allowed providing the pets are on a leash. You are responsible for cleaning up your pet defecations.**
6. **Renter is responsible for <u>ALL</u> facility clean-up and removal of their garbage from the park. Please refer to the Wheaton Park Renter Procedures.**
   - **If the renter completes ALL of the Wheaton Park Renter Procedures he or she will receive his or her full deposit back.**
   - **If the renter <u>neglects</u> to complete ALL of the Park Renter Procedures his or her full deposit will <u>NOT</u> be refunded.**
7. **CANCELLATIONS: Any group that cancels up to 24 hours in advance of the event will receive a full refund.**
8. **Refunds will not be issued for reason of inclement weather due to the pavilions providing ample coverage.**
9. **Non-Sufficient Fund Checks will be charged an additional $50 Fee.**

By signing below, I acknowledge and agree to the terms of this rental agreement and will abide by all rules listed above. I further agree to indemnify and hold the Township of Wheaton (AKA Town of Wheaton) and its agents harmless from any legal and financial liabilities resulting from personal injuries, property damage, or other types of harm to third parties, including myself.

☐ **Please check the box acknowledging you have read and understand the renter procedures.**

Renter's Signature: _____ **Date:** _____

Wheaton Parks Commission Chair Signature: _____ **Date:** _____

TOWN OF WHEATON USE ONLY:

Payment Amount Received: _____ **Check #** _____ **Cash From** _____

Date Payment Received: _____ **Date Reservation Confirmed & Added to Calendar:** _____

☐ **Update Park Rental Calendar**

☐ **Contact Renter Confirming Park Reservation**
