



Veteran's Park Pavilion Reservation Form

2026 Fellows Rd Construction may impact your reservation/event – call for details

Applicant/Organization:	☐ Resident <i>(proof of residency required)</i> ☐ Non-Resident
Address:	City, State, Zip
Phone#	Email:
Date & Time of Event:	Event/Activity:

RENTAL FEES <i>(Cash or Check Payment Only)</i>	RESIDENT	NON-RESIDENT	NON-PROFIT
☐ LARGE PAVILION INCLUDING SERVING ROOM - Up to 100 guests, electrical outlets, picnic tables, counter, sink, 2 refrigerated coolers & freezer, pavilion lights & fans.	\$200	\$225	\$75
☐ SMALL PAVILION - Up to 50 guests, picnic tables & electrical outlets	\$125	\$150	\$50
☒ SECURITY DEPOSIT - <i>(Must be paid by separate check from rental fee)</i>	\$25	\$25	\$25
☐ SWEDISH MONUMENT - <i>Can be used for wedding ceremonies</i>	No Charge	No Charge	No Charge

PLEASE READ RULES AND REGULATIONS BELOW:

1. Pavilion reservation hours of use are **9am to 10pm**.
2. Reservation holder must be on site and have copy of the reservation agreement at the event.
3. Cancellation Policy: Fees are non-refundable; however, date may be changed during the current season.
4. Alcohol is permitted in conjunction with approved reservation and is valid only during day and time of reservation.
 - Reservation holder must be of lawful drinking age and is responsible for rules governing alcoholic beverages.
 - Alcohol cannot be sold or vended.
 - Only persons allowed by law may consume alcohol.
 - Gathering must be private and not open to the public.
 - Alcohol must be consumed within the Pavilion area only.
5. Live Music/Speakers are permitted if conducted in accordance with Village of Genoa City Ordinance §194-7.
6. Inflatables/Tents must be approved and Diggers Hotline 800-242-8511 must be notified at least five (5) business days prior to event.
7. Pavilion must be left clean. All garbage/trash must be deposited in the large on-site dumpster; picnic tables must be cleaned and cannot be moved outside of the Pavilion.
8. Decorations Guidelines:
 - All decorations must be put up and taken down without damaging the structure.
 - Nails, screws, tacks, staples or any types of Duct Tape are prohibited.
 - Real-burning candles, lanterns, confetti, rice and glitter are prohibited.
9. Driving any motor vehicle on grassy area of park is prohibited.
10. Sale of any food or drink is prohibited without a permit.
11. Glass bottles or containers of any kind are NOT allowed on park property.
12. Possession of firearms and/or weapons on park property is strictly prohibited.
13. Pets/Animals are NOT allowed in Veterans Park.
14. Large Pavilion includes a serving room which will be open before 9am (no keys will be given.) The serving room must be cleaned and swept before leaving and DOOR MUST BE LOCKED when leaving.
15. Portable grills are allowed (must be kept at least 10 ft from pavilion structure). Use responsibly and dispose cooled ash in metal receptacle provided.

IMPORTANT NOTICE:

Security Deposit: A security deposit of \$25 check is required and will be returned if facility and adjacent grounds are left in a clean and orderly manner and no damages are found after inspection. If garbage is left and the area is not cleaned or if damage has occurred, the security deposit will NOT be returned. If cleaning/damage is in excess of \$25, an additional charge will be billed to the reservation holder.

**ANY QUESTIONS OR ISSUES ON DAY OF RESERVATION,
PLEASE CALL VILLAGE OF **GENOA CITY POLICE AT 262-279-6252.****

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned agrees to indemnify and hold the Village of Genoa City, harmless from any injury, loss, damage or expense, including reasonable attorney's fees, or any legal liability which the Village of Genoa City may suffer, incur or sustain or for which said Village of Genoa City or the undersigned may become liable as a result of any injury to persons or to real or personal property caused by the undersigned's use of Village Public and Private property for special events or reservation of park on date(s) of event. The undersigned also agrees to the Park Reservation Rules Agreement. If the undersigned is a representative of an organization or corporation, the undersigned represents that he/she has full authority to enter into this Agreement on behalf of such organization or corporation.

I understand that this reservation is not confirmed until payment is made and approved by Clerk's office.

Please check each box and sign below:

- ☐ I acknowledge that I have READ and AGREE to abide by and enforce all Park Rules and Regulations affecting the use of the park and facilities.
- ☐ I have received the Veteran's Park Cleaning Checklist
- ☐ I acknowledge that I am aware of **the 2026 Fellows Road Construction**. The road construction may impact Veteran's Park with construction traffic, equipment and noise disturbances that may impact reservation/event. The road may be "closed to through traffic" but access will be available to the park. I understand that fees are non-refundable for any construction inconvenience or other circumstance.

Signature: _____ Date: _____

Village Staff: _____ Date: _____

For Office Use Only:

Entered in Calendar ☐	Emailed Confirmation ☐
Rental Amount Paid \$ _____	☐ Check # _____ ☐ Cash ☐ Deposit Paid: \$25 _____ Check # _____
Deposit Return Date: _____	



Veteran's Park Reservation Cleaning Checklist

All park restrooms and playground facilities are open to the public during park hours. The rental reservation submitted is ONLY for the rental of a Pavilion at Veterans Park.

At the conclusion of your pavilion rental, the facilities must be returned to their general appearance at the time of rental.

Please use cleaning checklist below to make sure all requirements are completed:

Pavilion Area:

- ☐ Picnic tables wiped clean
- ☐ Garbage/trash must be deposited in large on-site dumpster
- ☐ Place new garbage bags in garbage bins (*tied to garbage bin handle*)
- ☐ Pavilion shelter floor is clear of food, trash or other materials used during rental
- ☐ Remove all decorations (*no tape, glue or other substance that will damage the structure*)
- ☐ Any items used in hanging decorations must be removed from tables and building structures
- ☐ Check bathrooms/clean as needed
- ☐ Recycle aluminum cans in provided recycling bin

Serving room in Large Pavilion:

- ☐ Kitchen sink must be clean
- ☐ Counters must be wiped clean
- ☐ Floors must be swept
- ☐ Remove all food from refrigerator/freezer
- ☐ Turn off lights and fans
- ☐ Door must be LOCKED when leaving