

MISHICOT PARK RENTAL GUIDELINES

Date of Event: _____

222 S. Rockway St.

- Ball Diamond Rental - \$50.00/day
- Ball Diamond & Building Rental - \$100.00 per day from 12:00 a.m. until 11:59 p.m.
- Deposit – \$100.00 per day (**refunded if Park building is left in same condition, you received it**)

PLEASE NOTE: FEE (\$150/\$200) MUST BE PAID 1 WEEK PRIOR TO THE RESERVATION AND BEFORE RECEIVING KEYS

Check the box if you will have any of the following at your event:

- Open to the public?
- Selling alcohol?
- Live music?

**If you checked the box for any of the above, you will also need a Special Event Permit.*

- A. Park hours are 6:00 am – 11:00 pm.
- B. Only two (2) cars will be allowed to park beyond the gate. The remainder of the vehicles must park in the parking lot.
- C. No decorating activities will be allowed prior to the rental date and all decorations shall be removed prior to leaving for the day or evening.
- D. No tape or tacks to be used of any kind on the walls.
- E. All clean up must be done prior to leaving for the day and no clean-up will be allowed the next day.
- F. **Ovens must** be left in the same condition they were in when rented or deposit will not be returned.
- G. Any and all damages to the building or its contents will result in the forfeit of any deposit. The person or persons renting the building will be responsible for any damage taking place during their rental.
- H. Upon exiting the premises, renters will securely lock all doors, turn off all lights, and check and lock the restrooms as well as the gate on top of the hill.
- I. Any community organization or school group desiring free use of the park facility or to make use of the field lights in the park will need to present their request to the village board. Advance notice must be given at least one week before the board meeting so that it may be placed on the agenda. All judgements will be made on a case-by-case basis. The village board meets the first and third Tuesday of each month.
- J. No outdoor camping or recreational vehicles or camper trailers allowed (unless permission received from the Police Department).
- K. **Please return one copy of this document at the time of rental payment. Keys (if needed) can be picked up the Friday before the rental date. (9 am-noon) If Friday falls on a holiday, please pickup keys on the Thursday before the rental date.**
- L. I have read and agree to the above requirements for renting the Village Park facilities owned by the Village of Mishicot.

Responsible Person

Dated

Phone Number

Address

Please Note: Village Office Hours are Monday, Wednesday, Thursday 9 a.m. until 4:30 p.m.; Tuesday & Friday 9 a.m. until noon. There is a drop box outside of the Village Hall on the Dollar General Side where you can drop off the key but **please put it in an envelope with your name on it.**