

TOWN OF ONALASKA
N5589 Commerce Road
ONALASKA, WI 54650
OFFICE (608)783-4958 FAX (608) 779-9605
<http://www.townofonalaska.org>

Park/Tournament Reservation Form

Complete the requested information and return the entire form to:
Town of Onalaska N5589 Commerce Road, Onalaska, WI 54650 (608)783-4958

Name of User: _____ Telephone # _____
Address: _____ City/State/Zip: _____
Name of Representative: _____ Title: _____
Signature of Representative: _____ Date: _____

Park/Facility(s) Requested: _____	
Date(s) Requested: _____ Times: _____	
Purpose of Use: _____	
IF THE ORGANIZATION IS REQUESTING ALCOHOL SALES, PLEASE CONTACT THE TOWN HALL AT 783-4958	
<u>**PARK BALLFIELD FEES ARE PAYABLE TO THE TOWN OF ONALASKA TREASURER**</u>	
Town sponsored programs	\$0
Non-Profit Organizations	\$0
Adult Leagues/Other Uses	\$40 per day, per field
Weekend Tournament	\$200 per weekend
Total Fees: \$ _____	

The organization filing for use of the ball diamond/ facility must be the organization utilizing the facility. Proof of Insurance certificate and full payment must accompany this application, all which, must be filed at least 30 days prior to the event.

Refunds, less \$10 processing fee, will be issued if notification is at least 10 days prior to the reservation date.

My signature below indicates that I have provided the above requested information truthfully, and I accept the responsibility for the observance of all park regulations by my group and any and all damages or excessive cleanup expenses that may be incurred as a result of this reservation.

Date: _____ Signature: _____

Witness: _____

Office Use Only

Approved by: _____	Date: _____
Committee and Board Approved: Yes No N/A	Fee Paid: _____