

# VILLAGE OF STAR PRAIRIE

**2024**

## BALLPARK SHELTER RESERVATION FORM

**\*Ballfield Reservation is now on a separate reservation form. To reserve the Ballfield, please use the new Ballfield Reservation Form**

Reservations will be taken for the current calendar year, starting January 2nd or the first working day of the calendar year.

Reservations cannot be accepted for the weekend before Easter, the 3<sup>rd</sup> week of August, Ox-Cart Days (Sunday through Sunday).

**NAME/ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**RENTAL DATE:** \_\_\_\_\_ **APPROX. TIMES:** \_\_\_\_\_

**EVENT:** \_\_\_\_\_ **APPROX. ATTENDANCE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Please use the back of this form to add any information which you feel the Park Committee would find reasonably necessary to make a fair determination as to whether a permit should be issued.

**PARK FEE: \$100 per event**

check # \_\_\_\_\_

**DEPOSIT: \$50 damage/cleaning**

check # \_\_\_\_\_

**SEPARATE CHECKS ARE REQUIRED** made to Village of Star Prairie for the Park Fee and damage/cleaning Deposit. The Deposit check may be picked up by the person making the reservation ten (10) days after the event date (or the Deposit check will be shredded); providing that there is no damage or need for special cleaning. A refund of the Park Fee and Deposit are allowed if cancellation is made thirty (30) days prior to the event date.

### **PARK AND SHELTER RENTAL RULES:**

- No alcohol can be served or sold within Village Parks per Ordinance 11-4-1
- 20 picnic tables are supplied at the Shelter. Additional seating is your responsibility.
- No glass of any kind is allowed in the parks.
- No furnishings are to be removed from the shelter.
- No staples or nails are to be used on shelter poles and/or tables.
- No stakes can be driven into the ground without calling Diggers Hotline. **ABSOLUTELY NO STAKES IN BLACKTOP PAVEMENT.**
- Park Hours are between 6am-10pm.
- Amplified music is not allowed unless specific authority is first obtained from the Village Board.
- Motor vehicles are to be driven and parked in designated areas only
- Pets, including animals of any species, shall not be permitted to run at large.
- Renter is responsible for removing any decorations and placing all trash in proper receptacles.
- Ball field can be reserved if it is not currently reserved for a game or tournament over your rental date.
- Persons reserving Village facilities shall be completely responsible for cleaning up the facilities after the event to the satisfaction of Village of Star Prairie officials.

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I have read the Park and Shelter Rental Rules and accept responsibility for enforcement of all Park rules and proper conduct of all persons using the facility. I/We further agree to indemnify and hold the Village of Star Prairie, its agents, trustees and employees harmless from any claim, cause of action, damage, injury, liability, cost, expense (including reasonable attorney fees) incurred or suffered by the Village, its agents, trustees and employees attributable or arising from my/our use of the Village Park facility pursuant to this reservation.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Return to: VILLAGE OF STAR PRAIRIE    P.O. BOX 13    STAR PRAIRIE, WI 54026**  
**Phone: 715-248-7231    Fax: 715-248-7501**  
**Email: [clerk@villageofstarprairie.com](mailto:clerk@villageofstarprairie.com)**  
**Website: [www.villageofstarprairie.com](http://www.villageofstarprairie.com)**