



VILLAGE OF SISTER BAY
Village Facility Rental Agreement

MARINA PARK – adjacent to 10733 N Bay Shore Dr

Applicant/Organization Name: _____

Address: _____

Phone: _____ **Email:** _____

Date(s) Requested: _____ **Time(s) Requested:** _____

Type of Event: _____

Security Deposit*: \$1000

Use Fees: \$50/day (non-profit organizations)

\$1500 (tented events May, June, Sept, Oct)

\$2500 (tented events July and August)

**Security deposits are deposited into a Trust Account and returned after satisfactory inspection of the grounds and/or facilities.*

Hours: Access to facility is available beginning at 7:00 AM and activities are to be concluded by 10:00 PM. Tents may only be erected from the period beginning at 1:00 PM on Friday and must be taken down by 10:00 AM Monday.

Restrooms: Public restrooms are available at the marina office but are not sufficient in number for large gatherings. Port-a-potties must be provided for events larger than 40 people. Placement of the portable units will be authorized by the Public Works Supervisor.

Decorations: Renter may not stake anything into the ground without first consulting with the Public Works Supervisor to determine if underground utilities are present. Tent staking must take place within area marked by the Public Works Supervisor. Damage to underground utilities caused by the renter or attendees at an event hosted by the renter, will be retained from the security deposit. Damages will be billed at 125% of the total cost of repair.

Alcohol: Alcohol is strictly prohibited from being sold during your event, except in the case where an eligible organization has obtained the proper license from the Village Clerk. A licensed operator must be on premise at all times that alcohol is being served or sold.

Cleaning: Trash must be collected and taken with you when you leave. Security deposits will not be returned if additional clean-up is required by Public Works staff.

Parking: Parking shall be only in lawful, authorized parking areas on the street or in designated parking lots (Autumn Court lot, Scandia Road lot, Mill Road lot). Vehicles may not be parked on lawns or where prohibited per Village Ordinance. No overnight parking is permitted. Parking in the boat launch ramp area is strictly

prohibited. Parking for catering vehicles and equipment on park grounds may be permissible in consultation with the Public Works Supervisor.

Noise: Outdoor music may not exceed decibel levels as set by the Village of Sister Bay. A decibel meter may be available to verify that levels are acceptable. If you are found in violation of the Village’s decibel limit, you are required to adjust sound levels or stop the music immediately. No amplified music may be played after 9:00 P.M. or the security deposit will be forfeit.

Liability Insurance: “For profit” events held at Village facilities are obligated to provide, prior to their use of the facility, a Certificate of Liability Insurance in the minimum amount of \$1,000,000 naming the Village of Sister Bay as certificate holder.

Cancellation: The Village of Sister Bay reserves the right to cancel a reservation if the Village requires use of the facility, in which case the security deposit and use fee will be refunded. Cancellations made by the applicant at least 48 hours in advance may receive a refund.

IN THE EVENT OF AN EMERGENCY, dial 911. An AED is located at the Marina Office.

Any group who fails to follow these regulations may be prohibited from use of Village facilities in the future.

I acknowledge that I have read and agree to the aforementioned regulations.

Applicant signature: _____ Date: _____

If other than the applicant, name and contact information for individual responsible for answering questions during the event, including set-up and take-down (i.e. event planner):

Name: _____

Phone: _____



Received by: _____ Date Approved: _____

Use Fee Collected: _____ Sec. Dep. Check #: _____

Facility Inspection: _____

Sec. Dep. Return Date: _____