



**VILLAGE OF SISTER BAY**  
**Village Facility Rental Agreement**

**PAVILION AT WATERFRONT PARK – 2362 Mill Road**

(OR OTHER OUTDOOR MUSIC EVENT ON VILLAGE PROPERTY)

**Applicant/Organization Name:** \_\_\_\_\_

*(The village reserves the right to perform a criminal background check on the applicant to ensure public safety is upheld.)*

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_\_

*(Note: The village likely will not approve the application if the event is on a holiday or conflicts with an approved SBAA event)*

**Location Requested:** \_\_\_\_\_

**Type of Event & Name of Event:**

\_\_\_\_\_

**Security Deposit\*:** \$1000

**Use Fees:** \$2500/event (non-profit organizations)

\$3500/event, plus tax (for profit or individual)

*\*Security deposits are deposited into a Trust Account and returned after satisfactory inspection of the grounds and/or facilities. The committee reserves the right to require a higher security deposit.*

**THIS APPLICATION MUST BE SUBMITTED AT LEAST FOUR MONTHS PRIOR TO THE EVENT TO ALLOW ADEQUATE TIME FOR THE PARKS, PROPERTY & STREETS COMMITTEE TO REVIEW THE REQUEST. ONLY UNDER EXEMPTION BY THE COMMITTEE WILL THIS APPLICATION PERIOD BE REDUCED. THE COMMITTEE RESERVES THE RIGHT TO WAIVE ANY OF THE REQUIREMENTS BELOW.**

**Video:** The applicant (organizer) shall submit three links to videos showing the performance to be presented. The committee reserves the right to deny the application if there is concern the event will be ill-attended, too large for the event area, or for other reason of public interest or concern.

Video Link 1: \_\_\_\_\_

Video Link 2: \_\_\_\_\_

Video Link 3: \_\_\_\_\_

**References:** The applicant is to provide references from three public locations where they have previously performed. Submit name, event date performed, phone and email address. Use additional pages, if necessary.

Reference 1: \_\_\_\_\_

Reference 2: \_\_\_\_\_

\_\_\_\_\_

Reference 3: \_\_\_\_\_  
\_\_\_\_\_

**Hours:** Access to facility is available beginning at 7:00 AM and activities are to be concluded by 10:00 PM (be advised this includes set up and tear down).

Hours Requested: \_\_\_\_\_

**Security:** Events with an anticipated attendance in excess of 200 persons shall provide private security or arrange for public security. Security is to be paid for by the applicant.

Security Company/Company Website/Contact Name and Phone Number:  
\_\_\_\_\_  
\_\_\_\_\_

**Restrooms:** Public restrooms are located at the corner of Mill Road and N Bay Shore Dr. However, port-a-potties must be provided for events with an anticipated attendance larger than 100 people. Applicant shall pay for the porta-potties. Placement of the portable units must be coordinated with the Village Parks & Streets Director. Falsifying anticipated attendance may result in the applicant not being able to rent village property in the future.

**Decorations:** Applicant may not stake anything into the ground without first consulting with the Parks & Streets Director - this includes banner or other sign stakes. Damage to underground utilities caused by the applicant or attendees at an event hosted by the applicant, will be retained from the security deposit. Damages will be billed at 125% of the total cost of repair. All signage may not be erected prior to the day of the event and must be removed within one hour of the close of the event. Security deposits will not be returned if sign removal is required by village staff.

**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. Fencing may be required around the area where alcohol is to be sold or consumed to prevent access by minors.

**Food:** Food trucks or tents are not allowed unless approved by the Committee. All food stations require approval by Door County Public Health.

**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 village staff.

**Parking:** Parking shall be only in lawful, authorized parking areas on the street or in designated parking lots (Autumn Court lot, Mill Road lot, Sports Complex). Vehicles may not be parked on lawns or where prohibited per village ordinance. No overnight parking is permitted. Security or event staff must monitor parking to ensure compliance. Citations may be issued if village ordinances are not adhered to.

**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, but if it is not available, applicant is responsible for bringing their own meter and monitoring noise throughout the event. If you are found in violation of the village's decibel limit, you are required to adjust sound levels or stop the music immediately. Citations may be issued if village

ordinances are not adhered to. No amplified music may be played after 9:00 P.M. or the security deposit will be forfeit.

**Liability Insurance:** “For profit” or “individual” 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.

**Public:** Keep in mind that the beach and surrounding areas are public spaces. The village cannot guarantee that the public won’t be present during your event.

**Emergency:** IN THE EVENT OF AN EMERGENCY, dial 911. Contact the Parks & Streets Director to determine where an AED is located.

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

*I acknowledge that I have read and agree to the regulations listed above:*

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: \_\_\_\_\_



Date Received: \_\_\_\_\_

Parks Cmte Meeting Date: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Use Fee Collected: \_\_\_\_\_

Sec. Dep. Check #: \_\_\_\_\_

Facility Inspection: \_\_\_\_\_

Sec. Dep. Return Date: \_\_\_\_\_