



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: \$2000* Friday-Monday (May, June, September, October)

\$2500* Friday-Monday (July, August)

*All fees plus tax unless exempt

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. Tents left beyond the timeframe are charged at \$1000/day.

Restrooms: Public restrooms are available at the marina office building 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 need the authorization of the Parks and Streets Director.

Decorations: Renter may not stake anything into the ground without first consulting with the Parks and Streets Director to determine if underground utilities are present. Tent staking must take place within the area(s) marked by the Parks and Streets Director. 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 Parks and Streets Department staff.

Parking: Parking shall be only in lawful, authorized parking areas on the street or in designated public parking lots (Autumn Court lot, specified stalls in the Sunset Road/Scandia Road lot, Mill Road lots). 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 Parks and Streets Director.

Noise: 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. Contact the Parks and Streets Director to determine where the nearest AED is located.

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: _____