



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

**Sports Complex – 2155 Autumn Court**

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

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

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

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

**Park Area Requested:** \_\_\_\_\_

**Security Deposit\*:** Up to \$1000

**Use Fees:** \$150/day Pavilion/Pavilion Area

\$50 Ball Fields/Soccer Field

\$75/day TKH Building

Ice Rink Tournament Fee: \$1500 + \$1000 retainer for  
clean up/repair

\$20/2 hour time frame Reserved Tennis or Pickleball  
Courts – SEE PICKLEBALL POLICY ONLINE

***All Fees plus tax unless exempt***

*\*Security deposits are dependent on the particular area of the sports complex being utilized. Deposits are HELD and returned after the event and facility is inspected to be free of damage/debris.*

**Hours:** Access to facility is available dawn to dusk.

**Pavilion:** Electricity and water are available at the pavilion, but there is no access to the concession stand adjacent to the pavilion.

**Restrooms:** Public restrooms are located in the Theresa K Hilander building during the season. A port-a-potty is available at the dog park for off-season use.

**Alcohol:** Alcohol is strictly prohibited from being sold during your rental 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. Vehicles may not be parked on lawns or where prohibited per Village Ordinance. No overnight parking is permitted.

**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.

**Public:** Keep in mind that the sports complex grounds are public spaces. The Village cannot guarantee that the public won’t be present during your rental event.

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



Received by: \_\_\_\_\_

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

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

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

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

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