

CITY OF OWEN

PO BOX 67
219 N. PINE
OWEN, WI 54460-0067

MILL POND PARK CONCESSION STAND RESERVATION FORM

Individual or Group Requesting Facility: _____

For organized groups, can you provide us with Proof of Liability Insurance? ____yes ____no
(Proof of insurance is required of all groups charging admission for their event)

Address _____

City _____ State _____ Zip code _____

Telephone _____

Date(s) of Reservation _____ Estimated attendance _____

Expected arrival time _____ Expected departure time _____

Rental Fee: \$25.00

Refundable Deposit: \$25.00 Please write two checks, one for fee, one for deposit
(Refundable deposit will be returned if the keys are returned promptly and the concession stand, bathrooms, and park area are left clean and in the condition which they were found.)

Reservations: Reservations are on a first come, first served basis. Reservations must be made at City Hall. Rental fee and Deposit fee must be paid at the time of reservation. Checks should be made payable to "City of Owen." Cancellations will be allowed until one week prior to reservation. After that time fees will be forfeited.

Keys: Keys for the facility may be picked up at City Hall the business day prior to the reservation. Keys must be returned the day following reservation or the next business day. Failure to return the keys will result in forfeiture of the deposit.

Application Received-Date _____ Total Amount Collected _____

Proof of Insurance Provided _____ Received by _____

I agree to follow all park ordinances and understand the rental and deposit procedure listed on this contract. I acknowledge receipt of a copy of the rules connected with use of the concession stand and agree to abide by said rules.

Renter Signature _____ Date _____

CITY HALL USE ONLY

Keys returned _____ Park passed inspection _____

Deposit refunded _____ Check number _____

RULES FOR MILL POND PARK CONCESSION STAND RENTAL

Equipment

Refrigerators are to be used for family gatherings. The walk-in cooler is available only to organizations holding an event in the park. Electricity and water will be available.

Alcoholic Beverages

No special permit is required for alcohol served at family gatherings. If alcohol is to be sold at your event, you are required to obtain a Temporary Class B license from City Hall.

Cancellation

Your reservation may be cancelled up to one week prior to reservation. After that time fees will be forfeited. Contact City Hall at 229-2404 if you need to cancel.

Security

It is understood that a Police Department officer or any other official employee of the City of Owen has the right to enter the premises at any time.

Liability

The City of Owen shall not be liable for any injuries, deaths, or property damage from the use of the above stated facility. The City of Owen is not responsible for articles left, lost, or stolen at the facility.

Tents

No tents or obstructions are permitted in the park except with the permission of the Director of Public Works. Contact Gary Smith at 229-4612.

Grills

Grills may be brought into the park and shelter area as long as ashes and coals are disposed of safely in proper receptacles. No booyah kettles or other cookers with open fire are allowed. No open fires are allowed.

Vehicles

No vehicles are allowed to be parked or driven on the grass.

Fireworks

No fireworks are allowed in the park.

Clean-up

It shall be the responsibility of the renter to maintain the facility in a safe and sanitary condition. Upon completion of your activity, all decorations, tables, floors, bathroom, etc., shall be cleaned and litter properly placed in the dumpster located in the park. There shall be no dumping of meat grease or cooking water on the lawn or in the toilets. Empty refrigerators and unplug.

Miscellaneous

Report any breakage that occurs or repairs that need to be made. Lock all doors. Return keys to City Hall.