

# PARK FACILITY Reservation Form

## Town of Menasha Parks & Recreation Department

2000 Municipal Drive • Neenah, WI 54956  
 Phone (920) 720-7108 • Fax (920) 720-7113

**OFFICE USE ONLY**

DEPOSIT PAID \_\_\_\_\_  
 RENTAL FEE PAID \_\_\_\_\_  
 RESERVATION TAKEN BY \_\_\_\_\_  
 RESIDENCY CHECKED \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Event Type: \_\_\_\_\_ Anticipated Group Size: \_\_\_\_\_

Company/Organization (If applicable): \_\_\_\_\_

Person in Charge (Must be 21 years of age): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Daytime/Cell Phone #: \_\_\_\_\_

Residency (Please Circle)      Town of Menasha      City of Menasha\*      Non-Resident

*Proper proof of identification is required to receive the resident rate, please see rental policies and regulations for more information.*

*\*City of Menasha residents qualify for Town of Menasha resident fees under a reciprocity agreement between the city and the town.*

**The following pavilion will be included in the rental agreement (please check):**

- FRITSCH                       O'HAUSER SOUTH                       O'HAUSER NORTH  
 PALISADES                       SCHILDT                       WITTMANN

- KITCHEN NEEDED (Additional \$35 – Not available at Wittmann)      YES      NO
- VOLLEYBALL EQUIPMENT NEEDED (Additional \$5)      YES      NO

Facility	Guests	Residency Status	Base Fee	Damage Deposit	Kitchen Fee
Fritsch, O'Hauser North, O'Hauser South, Palisades, Schildt	1-125	Resident	\$55	\$50	\$35
		Non-Resident	\$70		
Fritsch, O'Hauser North, O'Hauser South, Palisades, Schildt	126 +	Resident	\$110	\$50	\$35
		Non-Resident	\$140		
Wittmann	1-75	Resident	\$35	\$50	N/A
		Non-Resident	\$45		

*\*Non-profit organizations will be charged ½ of the normal park pavilion rental fee, Monday through Thursday (proof of tax exempt status required). The reservation/damage deposit will be waived for all non-profit organizations.*

**PLEASE NOTE THE FOLLOWING (Additional rules and regulations located on the back page):**

- Kitchen key and/or volleyball equipment may be picked up in the Parks & Recreation Office no more than two days prior your reservation date. Office hours are Monday–Friday, 8:00AM-4:30PM.
- **Under no circumstances will you be allowed to place items in the kitchen/refrigerator prior to your date of rental!**
- NO GLASS containers are allowed in the park. Alcohol is allowed.
- Amplified music is subject to approval from the Director of Parks & Recreation.
- Any clean-up or damage will be charged to the party filling out the reservation form. Please put all trash in the containers provided.

*I agree to abide by the rules set by the Town of Menasha Parks & Recreation Department and agree to save and hold harmless, and reimburse the Town of Menasha Parks & Recreation Department with respect to claims, suits, attorney fees, and any other expenses which may arise due to personal injury or property damage suffered or incurred in connection with or incident to the use of the park pavilion facilities by the undersigned.*

*I agree that I will be responsible for the conduct of the group, which has been granted the use of the above named facilities and shall conform to the official policies relating to the buildings and properties as established by the Town of Menasha Parks & Recreation Department. I further agree to reimburse the Town in full for the fee as agreed upon to use a park facility and any additional loss due to breakage, defacing of property, or other damage to the premises.*

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Cancellation of reservations must be done 72 hours (3 business days) in advance by notifying the Parks & Recreation Office at 920-720-7108. Failure to do so will result in forfeiture of rental fee.**



## TOWN OF MENASHA PARK PAVILION RENTAL POLICIES & REGULATIONS

- **PAVILION USE:** Park pavilions cannot be used for gatherings/activities that knowingly promote discriminatory/harassing behavior, are derogatory to any individual/group, or may be obscene/pornographic in nature or any other purpose which is illegal or against Town of Menasha ordinances.
- **PARK PAVILION HOURS:** The Town of Menasha park pavilions are available for rent between the hours of 7:00AM-10:00PM. Premises must be cleaned and vacated by 10:00PM. ***The renter will forfeit their deposit if they are found to be at the facility other than on their rental day.***
- **RENTAL FEES:** The rental fee varies by the number of expected guests and must be paid in full when picking up the keys. Non-profit organizations will be charged ½ of the normal rental fees on Monday -Thursday and the reservation/damage deposit shall be waived. (Proof of tax exempt status required.) The kitchen and volleyball fee shall not be waived or reduced.
- **RESIDENT RATE:** Residents of the Town of Menasha and City of Menasha must show proper proof of identification to receive the resident rate. This may include a driver's license, utility bill, tax bill, etc. If mailing in the rental form, a copy of identification is required.
- **RESERVATION/DAMAGE DEPOSIT:** A \$50 security/reservation deposit will be required to reserve a pavilion. The deposit will be charged to all groups renting the facility for keys, equipment, damage, and/or clean up costs and will be refunded after the facility and/or equipment has been inspected by the Parks & Recreation Staff and found in good condition. The deposit will be refunded in the form of a check, 10-14 days following the event.
- **CANCELLATIONS:** If a cancellation is made at least 72 hours (3 business days) prior to the scheduled event, the full reservation/damage deposit will be returned. Failure to do so will result in forfeiture of rental fee.
- **KEYS:** The person in charge of the rental will be issued a key to the kitchen (when rented). The key may be picked up two (2) days prior to the rental date at the Parks & Recreation Office and should be returned to the same location on the next business day. Office hours are Monday-Friday, 8:00AM-4:30PM.
- **DECORATING INFORMATION:** Any decorations used must be removed immediately following the event. Nails, tacks, staples, and screws are prohibited. Lighted candles, dance wax or any other type of dancing compounds are not allowed.
- **CLEAN UP & DAMAGE POLICY:** The renter is responsible for cleaning the kitchen and all areas utilized, including wiping off picnic tables, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any clean-up, losses, or damages. The Town of Menasha is not responsible for any equipment or other items left in the Pavilion. Removal of Town Property from the facility is prohibited.
- **ALCOHOLIC BEVERAGE POLICY:** Glass containers are prohibited in the parks and pavilions. No one may possess or consume beverages such as beer, wine, liquor, or any other form of beverage, packaged in a glass container within any park or rental facility. This does not prohibit the possession or consumption of beverages packaged in plastic or aluminum containers.
- **SALES:** No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization from the Park Commission. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.
- **INSURANCE:** Rentals open to the general public must provide a Certificate of Liability Insurance, in the amount of \$1 million naming the Town of Menasha as an additional insured, prior to the scheduled event.

**IF YOU HAVE QUESTIONS CONCERNING ANYTHING ADDRESSED IN THIS CONTRACT, PLEASE CONTACT THE TOWN OF MENASHA PARKS & RECREATION DEPARTMENT AT 720-7108.**

**EVENING / WEEKEND ON-CALL PAGER NUMBER: (920) 616-0360**