

# CITY OF OWEN

833 W 3<sup>rd</sup> Street, PO Box 67, Owen, Wisconsin 54460

Phone 715-229-2404 Fax 715-229-0022

E-mail: owenclerk@cityofowen.com or deputyclerk@cityofowen.com

Website: www.cityofowen.com

## 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 \_\_\_\_\_

**Deposit: \$100.00 (to be returned after event and key drop off)**

**Rental Fee: \$50.00**

This fee includes use of the concession stand and one of the other pavilions.

Pavilion: BAND Pavilion: \_\_\_\_\_ OPEN Pavilion: \_\_\_\_\_

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 \_\_\_\_\_

## **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.

### **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. Any damage caused by renter may be charged to the renter. Lock all doors. Return keys to City Hall.