

# CITY OF OWEN

PO Box 67, Owen, Wisconsin 54460  
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 Website: [www.cityofowen.com](http://www.cityofowen.com)

## MILL POND PARK PAVILION 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 \_\_\_\_\_

Pavilion Requested ? : \_\_\_\_ Open Pavilion \_\_\_\_ Band Pavilion

### **Rental Fee: \$25.00**

Reservations: Reservations are on a first come, first served basis. Reservations must be made at City Hall. Rental 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.

Application Received-Date \_\_\_\_\_ Total Amount Collected \_\_\_\_\_

Proof of Insurance Provided \_\_\_\_\_ Received by \_\_\_\_\_

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

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

## **RULES FOR MILL POND PARK PAVILION RENTAL**

### **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.

### **Miscellaneous**

Report any breakage that occurs or repairs that need to be made within 2 days of rental.