



Please fill in the necessary information below and **return one copy** of this rental agreement with payment. Make check to the City Clerk's Office **within 7 days of the date you received this form** to secure your reservation. **Keep one copy for your records.**

Name/Group:

Address:

Telephone:  E-Mail Address:

Type of Event:  Approximate # of people in group

Expected Arrival Time:  Expected Departure Time:

		<u>Rental Fees</u>	
Date needed:	<input type="text"/>	Enclosed Pavilion	\$150.00 <input type="text"/>
Reservation Date:	<input type="text"/>	Open Pavilion	\$60.00 <input type="text"/>
Date Paid:	<input type="text"/>	Performance Stage	\$150.00 <input type="text"/>

Rental fee is **non-refundable and will be forfeited if cancelled.**

- Pavilion rental for:
- City Park Enclosed Pavilion
  - Red Arrow Enclosed Pavilion
  - Red Arrow Open Shelter
  - Stephenson Island Open Shelter
  - Fred Carney Enclosed
  - Stephenson Island Performance Stage/Gazebo

**Signature of individual renting the pavilion.** By my signature above, I accept full responsibility for any costs related to violations of rules listed on the back of this form.

City Clerk's Office

**\* Large groups shall be charged an additional refuse/dumpster fee if their refuse exceeds the capacity of existing refuse containers at each rental site and you fail to remove any excess garbage from the rental site. Large groups are encouraged to rent dumpsters by calling 1-888-960-0008. The City Clerk's Office will provide a map indicating dumpster site placement information, however, each interested renter is responsible for placement and removal of the dumpsters they rented. The dumpster(s) MUST be removed within 48 hours of completion of the rental event. Dumpster must be locked when not in use. Are you renting a dumpster(s) \_\_\_ Yes \_\_\_ No How Many? \_\_\_\_\_**

If you encounter any problems when you arrive at the pavilion, call the caretaker at (715) 923-1065. If no answer, call Marinette Dispatch at (715) 732-7600.

**RULES FOR ALL INDIVIDUALS AND/OR ORGANIZATIONS  
RENTING CITY OWNED PAVILIONS OR STAGE/GAZEBO**

1. All reserved park areas used by your group must be left as it was found when they arrived. (Use the following checklist – task items listed below will vary by location.
  - All trash/refuse must be deposited in existing refuse containers. \*
  - Hot charcoal must be left in grills provided don't dump on ground or in garbage cans.
  - All tables and counters in enclosed & open pavilions must be wiped down prior to departure.
  - In both open & enclosed pavilions tables & benches must be returned to the original site & straightened out.
  - Floors are to be swept and mopped prior to departure.
  - In enclosed pavilions all folding chairs & tables inside are to be **left inside at all times.**
  - In enclosed pavilions remove all items from refrigerator prior to departure.
  - In enclosed pavilions sink and stove must be cleaned.
  - In enclosed pavilions turn off stove prior to departure.
  - In enclosed pavilions turn off any ceiling fans prior to departure.
  - In enclosed pavilions turn off all running water prior to departure.
  - In enclosed pavilions turn off all lights and lock doors & windows prior to departing.**
2. No pets are allowed in the pavilions.
3. The group reserving the facility is responsible for any equipment, fixtures, or wall/ceiling/floor surfaces broken or damaged. The replacement or repair cost will be billed to the individual or organization renting the facility.
  - No staples, nails or tacks that puncture holes into ceiling, walls or floors.
  - Use only City provided hooks for hanging items such as banners.
  - Mounting putty is permissible but must be removed after event.
  - Dance wax or similar compounds are not allowed.
4. Report any damage or problems immediately to the Police Department at 732-7600.
5. Vehicle parking is restricted to roads and designated parking areas.
6. The City of Marinette will open pavilions by 9 AM on the date of your reservation and lock them by 10 PM. All activities (including clean up) must cease at each pavilion prior to 10PM. The pavilions cannot be entered prior to 9 AM without prior approval from the Department of Public Works. Public Works can be reached at 715-732-5134.
7. Reservations are made at the City Clerk's office (1-715-732-5140). Payment of pavilion rental must be received within 7 days of the date when the reservation was made to hold the site. Otherwise rentals are offered on a first come first serve basis.
8. Any violations of rules or City ordinances will necessitate the cancellation of future reservations by the group or individual on record.
9. Any plans for additional party tents must be coordinated with the City's Public Works Department by calling 732-5134 at least 10 days prior to your event. Specific instructions will be given on placement of the tent to avoid problems with ground stakes encountering underground utilities. The person(s) installing the tents must contact Diggers Hotline at 811 or 1-800-242-8511 for locates. It should be noted that you must call at least 3 days prior to driving in tent stakes or digging. THE CITY IS NOT RESPONSIBLE FOR CONTACTING DIGGERS HOTLINE. Any damage that occurs from failure to secure locates, will be the responsibility of the person(s) installing the tents. The City encourages the use of tents without stakes.

Marinette Municipal Code Chapter 12 pertaining to all park property regulations within the City of Marinette can be reviewed at the following City website link: <http://www.marinette.wi.us/government/ordinances.php>