



RESERVED

Park Shelter: Hudson Street Lake Park Shelter Lake Park Concession Saratoga City Park West City Park East
 Peaceful Valley Warming House Peaceful Valley Festival Grounds Heinzen Peaceful Valley Pavilion Little League Concession

Day and Date of Rental (Day, 00/00/0000): _____

*** Point of Contact or Responsible Adult:** _____
Must be present at the event and on the premises for the reservation date

Event Start Time: _____ **Event End Time:** _____

Name/Type of Event: _____ **Number of Participants:** _____

PLEASE NOTE: There will be a **minimum fee of \$100.00 for non-emergency calls** to dispatch. Please be sure you have reviewed our park shelter information before your reservation date, and contact the caretaker at the number listed below for any issues that are non-emergency.

Special Activities or Needs (please note we cannot guarantee additional picnic tables or their placement within the park):

If any of the following apply you are responsible for taking the appropriate action.

Selling or Serving Beer: Yes No

Obtain a special temporary Class B license, at the City Clerk's Office, if you would like to sell or serve fermented malt beverages at a public event.

Tent with Stakes: Yes No

Ensure Diggers Hotline has been contacted prior to staking. Private lines within the park will have to be located by an electrician. You are responsible for any damage to underground utilities.

Amplification: Yes No

Excessive volume may be disruptive to nearby neighbors; please limit volume to a reasonable level. Amplification and/or speaker system equipment is not provided by the Park, Recreation and Cemetery Department.

Outside Vendors (i.e. Bouncy Houses, Food...etc): Yes No

Please consult city staff for guidelines if you are hiring outside vendors.

Inviting the Public: Yes No

You are required to complete and file an event permit. A certificate of insurance must be on file prior to your event, with the City of Antigo listed as an additional insured, and \$1,000,000.00 general liability. If you wish to have the City of Antigo waive the insurance requirement you must complete a waiver request form, meet all necessary requirements, and submit the request to Antigo Common Council.

CONTACT INFORMATION

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Cell Phone Number: _____

E-mail Address: _____

REFUND POLICY:

You may cancel your reservation 2 weeks prior to the reservation date. There will be a 25% administrative processing fee applied to qualifying reservations. You may move your reservation date to a different day within the same calendar year with no penalty.

Whereas, the City of Antigo desires to be absolved from all responsibility for and all risk of damage or injury that may be sustained by anyone using said facilities; *Now, Therefore*, in consideration of the use of said facilities, the undersigned hereby releases the City of Antigo, its agents and employees, provide defense in an event of a claim and agrees to hold them harmless from any and all claims, demands, causes of action, present or future, whether known, anticipated or unanticipated, and resulting from and arising out of or incidental to the use of said facilities by the undersigned or its invitees in connection with its utilization of said facilities in any manner whatsoever.

We have read and understand the foregoing Release and Hold Harmless Agreement. We have read and understand the park policies and regulations. We accept the responsibility to maintain the facility in its proper condition and are responsible to reimburse the City of Antigo for damages done to the facility.

PLEASE NOTE:

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Signature: _____ Date: _____

Applicant must be 18 years of age or older

City of Antigo Concession Stand Agreement

Only complete if you are reserving Lake Park Concession or Peaceful Valley Warming House

Stipulations and agreements of this contract are as follows.

Please initial in each blank and comply with the following when utilizing our concession stands:

- _____ a. Concession building, score booth and immediate surrounding area is clean and free of waste, garbage, debris, boxes, etc. at all times.
- _____ b. If repairs are required you will be responsible for the total cost of repairs.
- _____ c. The concession stand building will be emptied of merchandise immediately following the scheduled event.
- _____ d. The City of Antigo is not responsible for the loss or destruction of personal items in the concession building.
- _____ e. The building will be available to the requesting organization the day of the event.

Key or Lock Code Distribution Policies for Short Term Sign-Out (please initial next to each blank):

- _____ 1. All keys must be checked-out at the Park, Cemetery and Recreation office during normal business hours.
- _____ 2. No key or lock code will be issued to anyone under the age of 18.
- _____ 3. If a key is lost or stolen or a lock code compromised, the responsible individual must notify the Park, Recreation and Cemetery office as soon as possible and no later than 3 business days.
- _____ 4. If the lock needs to be rekeyed, the responsible individual is assessed the costs of rekeying the lock and all associated costs.
- _____ 5. _____
- _____ 6. Qualifying lock codes or keys, for use of a facility, will be available the day prior to an event Monday through Saturday. If there is a Sunday event the key or lock code will be available Friday. However, you may not access the facility until the day of your reservation.
- _____ 7. All keys must be returned the day after the event, or the Monday following a weekend event. Other return requests will be at the discretion of the Park, Cemetery and Recreation Supervisor and/or designee.
- _____ 8. Only the City of Antigo is authorized to duplicate keys.

Please sign and return completed form with payment to:

City Hall • Park and Recreation Department
700 Edison Street • Antigo, WI 54409 • 715.623.3633 extension-154/131
www.antigo-city.org • Fax: 715.627.7099

Administrative Use Only

Facility Name: _____ Key # _____ Date Key Checked-Out: ___/___/___

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