

# TOWN OF LAFAYETTE

5765 197th St  
Chippewa Falls, WI 54703  
715.723-7692  
[www.lafayettetownship.org](http://www.lafayettetownship.org)

Reservation fee  
Receipt

Reservation fee \$40

Pd: \_\_\_\_\_

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

## PICNIC SHELTER RESERVATION CONTRACT

OFFICE HOURS 9:00 A.M TO 4:00 P.M.  
MONDAY THRU THURSDAY

### **RESERVATION FEE:**

- \$40.00

### **CANCELLATIONS:**

- All of the reservation fee will be forfeited for cancellation less than two weeks of reservation date. Ten dollars (\$10) of the reservation fee will be forfeited for all other cancellations.

### **PARKING:**

- Park only in the parking lot. No vehicles allowed past the gates, other than for set up, clean up and/or handicapped access. Do not park in the grass anywhere on the property.

### **SALES OF ALCOHOLIC BEVERAGES & RAFFLES:**

- Sales are prohibited unless proper license is acquired.

## **CLEANING REQUIREMENTS**

After using the picnic shelter, the general appearance should be the same or better as prior to your event. Clean up operations are to be completed the same day. If cleaning is not completed as specified in this contract, it will be done by a town employee and an amount will be deducted from the deposit. Any amount over the deposit for clean up or damages will be billed to the person whom reserved the shelter.

### ***THINGS TO BE DONE BEFORE AND AFTER EVENT:***

- Bring garbage bags, broom and dust pan and cleaning solutions
- Place recyclables in proper containers
- Bag and tie all garbage and place in dumpster next to the town shop
- Sweep the shelter, recreation indoor room and bathrooms
- Clean up area (grounds & complete parking lot)
- Clean bathrooms including garbage

***In Case of Damage / Electrical Malfunction etc. Contact: Mark Sedlacek 715/829-8741***

# PICNIC SHELTER RESERVATION FEE CONTRACT

I have read the contract for reserving the Lafayette Town Picnic Shelter agreement and will abide by all rules set forth in the contract.

SIGNATURE\_\_\_\_\_

PRINTED NAME\_\_\_\_\_

ADDRESS, ZIP\_\_\_\_\_

PHONE NO.\_\_\_\_\_

EMAIL\_\_\_\_\_

RESERVATION DATE\_\_\_\_\_

ESTIMATED SIZE OF GATHERING\_\_\_\_\_

## **OFFICE USE ONLY**

### Supervisor's Comments

Reservation fee Paid - \$40\_\_\_\_\_ Date\_\_\_\_\_

Website Complete\_\_\_\_\_

Calendars Complete\_\_\_\_\_

Clean Up/Damages\_\_\_\_\_

Initials\_\_\_\_\_

Deposit Returned Amount \$\_\_\_\_\_