



TOWN OF PHELPS
4495 Town Hall Road, PO Box 157
Phelps, Wisconsin 54554
Phone: 715-545-2270
townclerk@phelpswi.gov
www.phelpswi.gov

USE OF TOWN FACILITIES RESERVATION REQUEST FORM

DATE(S) OF USE: _____ START TIME: _____ FINISH TIME: _____

APPLICANT NAME / CONTACT PERSON (*Must be 21*): _____

NAME OF ORGANIZATION/EVENT (if applicable): _____

MAILING ADDRESS: _____

PHONE: _____ E-MAIL: _____

NUMBER OF PARTICIPANTS: _____ RESERVATION PURPOSE: _____

FACILITY DESIRED:

WAVERING PARK: ☐ PAVILION and CONCESSION STAND / KITCHEN ☐ TOWN HALL / COMMUNITY CENTER
☐ PICKLEBALL COURTS ☐ SOCCER FIELD and/or SMALL CONCESSION BLDG ☐ BALL FIELDS
OTHER: ☐ LAKEFRONT PINES PARK / STAGE ☐ FIRE STATION HALL / KITCHEN

FEE / CURFEW INFORMATION:

- \$100 One-Time Deposit. This deposit will be reimbursed after the event provided the facility is left in clean/undamaged condition and key is returned, if applicable.
- \$100 per facility for each day used, including set up and take down days.
- The following entities shall be exempt from the above-stated rental fee: (i) local organizations that make financial donations to the Town of Phelps in an annual amount not less than the total rental fee(s), and (ii) local organizations that receive funding from the Town of Phelps, and (iii) local non- profit organizations hosting events open to the public. The Phelps Town Clerk will have discretion on all fee exemptions.
- The Town of Phelps reserves the right to revoke the fee exemption for any organization at any time and/or deny use of facilities for any reason.
- Music must end by 11pm. All facilities must be vacated by midnight. Any exception must be presented to the Town Board for approval in advance. Violation of curfew will result in forfeiture of deposit.
- Do not leave anything behind. All food must be taken with you. Do not leave anything in the refrigerator or freezer, on the picnic tables or in the kitchen for fear of spoilage prior to next use.

HOLD HARMLESS AGREEMENT

I UNDERSTAND THAT MY USE OF ANY PHELPS TOWN FACILITY IS VOLUNTARY AND THAT I AM USING IT FOR MY BENEFIT ONLY. I AGREE THAT MY USE OF ANY PHELPS TOWN FACILITY IS UNDERTAKEN AT MY OWN RISK AND THAT THE TOWN OF PHELPS WILL NOT BE LIABLE FOR ANY CLAIMS, INJURIES, OR DAMAGES OF WHATEVER NATURE INCURRED BY ME, MEMBERS OF MY ORGANIZATION OR THIRD PARTIES DUE TO MY OWN NEGLIGENCE OR THE NEGLIGENCE OF MY ORGANIZATION OR THE NEGLIGENCE OF THE THIRD PARTIES. I ALSO AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE TOWN OF PHELPS FROM ANY CLAIMS, INJURIES, OR DAMAGES OF WHATEVER NATURE ARISING OUT OF OR CONNECTED WITH MY USE OF ANY PHELPS TOWN FACILITY. I AGREE TO REIMBURSE THE TOWN OF PHELPS FOR ANY DAMAGE, BREAKAGE, MAINTENANCE, OR CLEANUP ARISING OUT OF MY USE OF ANY PHELPS TOWN FACILITY.

DATE: _____
APPLICANT NAME (PRINT) _____ APPLICANT SIGNATURE _____

Fee Pd \$ _____ Ck # _____

One-Time Deposit Pd \$ _____

Deposit Returned \$ _____ Ck # _____ Date _____

Approved: _____ Date: _____

Town Clerk Signature