



**Cleghorn School Park Pavilion Usage Information**  
**Effective January 1, 2018**

The Town of Pleasant Valley Cleghorn School Park Pavilion is available for various kinds of rentals.

<b><u>RENTAL TYPE</u></b>	<b><u>NON-RESIDENT RATE</u></b>	<b><u>RESIDENT RATE</u></b>
Half-Day Rental 6am – 3pm OR 3pm - midnight	Pavilion only \$125 + \$50 deposit With Kitchen \$225 + \$50 deposit	Pavilion Only \$75 + \$50 deposit With Kitchen \$150 + \$50 deposit
All-Day Rental (6am – midnight)	Pavilion only \$225 + \$50 deposit With Kitchen \$325 + \$50 deposit	Pavilion Only \$125 + \$50 deposit With Kitchen \$200 + \$50 deposit
Softball Tournament (includes kitchen and pavilion)	Same as Resident Rate	One-day - \$300 + \$50 deposit Weekend (Fri-Sun) - \$450 + \$100 deposit
Civic Groups (Pleasant Valley 4-H, Pleasant Valley Clovers 4-H, Cleghorn Lions Club, Pack 131 Cub Scouts, Cleghorn Snow Drifters)	Same as non-resident rental rates	Free to listed groups. New groups seeking resident status must be approved by Town Board.
Fundraisers – Charitable non-profit groups with CES#	50% discount on one day rate	Not-applicable

**Security Deposit**

Security deposit is due at the time of reservation.

- Residents may not rent facilities for non-residents.
- Reservation is not confirmed until security deposit is received.
- Please pay security deposit with separate check. The check will not be cashed unless funds are required by the Town for cancellation, failure to return key, damages, cleaning or theft.
- Security deposit will not be returned if reservation is cancelled less than 7 days before event.

Security deposit will be returned in full within two weeks after event if:

- Kitchen key is returned (\$25 forfeiture if not returned)
- No damages, cleaning fees or theft charges are required. Any damages, cleaning or theft exceeding the deposit will be billed to the renter.
- All tables are in pavilion, curtains are rolled up and road signs are removed.

**Rental Fees**

All rental fees must be paid in full one week (7 days) before the event. A key will not be issued without payment. All checks payable to: Town of Pleasant Valley and sent to: S10414 Cty Rd HHI, Eleva, WI 54738 or placed in drop box outside the main entrance of the Town Hall.

### General Rental Rules and Regulations

1. Key for the kitchen can be picked up not sooner than 72 hours prior to your event from the Town Clerk. All rental fees must be paid before kitchen access is granted.  
(715-878-4645 or office@pleasantvalleywi.gov)
2. Kitchen facilities are available for storing, warming and serving food and beverages. Caterers can serve food, but are not to utilize the kitchen for food preparation.
3. After your event, the facilities must be returned to their general appearance at the time of rental. This includes the kitchen, pavilion and bathrooms. There will be an additional charge of \$50 per hour if additional cleaning is required by the Town.
4. If tables are removed from pavilion, they must be replaced prior to vacating premises.
5. If weather curtains are lowered, they must be raised prior to vacating premises.
6. Any signs in park or on roadways promoting your event must be removed at the end of your event.
7. The pavilion is not to be used for any other purpose than what is stated in the contract.
8. The Town of Pleasant Valley is not responsible for any items left on the premises at the conclusion of the rental.
9. Smoking is prohibited inside the pavilion and within 30 feet of the pavilion.
10. The selling of any alcohol on Town property is strictly prohibited. The Cleghorn Lions Club holds the exclusive liquor license to sell on Town property. If your event desires to include the sale of alcohol, a mutual agreement must be made with the Cleghorn Lions Club.
11. Dogs are not permitted in the park or pavilion.
12. No overnight parking of campers or tenting.
13. Park hours are 8am – 11pm and must be vacated by that time.

Cleaning Requirements – Please leave the facility as you found it. Garbage bags, brooms, mops and buckets are available. Please bring your own dish cloths, towels and other cleaning supplies.

1. Sweep kitchen floor and mop if necessary
2. Clean up any spills in pavilion
3. Wipe off all counters and tables
4. Clean out sinks
5. Do not leave any food or beverages in the refrigerator or freezer
6. Check bathrooms/clean up as needed
7. Remove all decorations (including tape, push pins, etc)
8. Make sure all garbage is in provided garbage containers
9. Recycle aluminum cans in provided containers
10. Turn off lights
11. Lock kitchen
12. Leave your key in the drop box located next to the kitchen door or the drop box near the town hall.

Due to high usage of the facilities:

-You may not access the pavilion or kitchen prior to your rental time. This includes storing items in the kitchen or refrigerator.

-You must vacate the kitchen and pavilion by 3pm if your rental is a 6am-3pm half day contract.

## Town of Pleasant Valley Cleghorn School Park Pavilion Rental Agreement

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User Name/Responsible Party\_\_\_\_\_

User Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip Code\_\_\_\_\_

Phone Number (Home)\_\_\_\_\_ (Mobile)\_\_\_\_\_

Date of Event\_\_\_\_\_ Kind of Event\_\_\_\_\_

Rental time requested: (check one)

6am – 3pm\_\_\_\_\_ 3pm-midnight\_\_\_\_\_ All-day\_\_\_\_\_

Check one: Pavilion only\_\_\_\_\_ Pavilion and kitchen\_\_\_\_\_ Ball Tournament\_\_\_\_\_

Approx. number of attendees\_\_\_\_\_ Are you a Town of Pleasant Valley Resident? \_\_\_\_\_

CES#(non-profits)\_\_\_\_\_ Email address:\_\_\_\_\_

**\*\*\*PLEASE READ THE FOLLOWING PROVISIONS AND CONDITIONS OF USE FOR THE TOWN OF PLEASANT VALLEY CLEGHORN SCHOOL PARK PAVILION AND KITCHEN\*\*\***

1. The user/responsible party listed above agree to abide by and enforce all specified guidelines and regulations as outlined in this three (3) page document.
2. Damages to premises, equipment or properties of the Town of Pleasant Valley caused by the user/responsible party or their guests, whether intentionally or through negligence or accident will be paid for by the user/responsible party.
3. If due to the nature of the event security is necessary, the cost of the required security will be the responsibility of the user/responsible party.
4. Full payment of the security deposit is required when the Pavilion Rental Agreement is submitted. This check will not be cashed unless use of part or all of the money is required. If not cashed, it will be returned to you after inspection of the pavilion and return of the building key.
5. Full payment of the rental is due seven (7) days prior to event.
6. Cancellation of the event must be received in writing or via email by the user/responsible party. Any cancellation less than seven (7) days prior to event will forfeit the entire security deposit.
7. All payments made by check or money order payable to: Town of Pleasant Valley.
8. User/responsible party agrees to comply with all laws and ordinances.

I have read, understand, and agree to the terms and conditions of rental of the Town of Pleasant Valley Park Pavilion. I hereby agree to be liable for all damage to the said premises and for all property and personal injury liability to any and all third person arising out of the use of the premises under said agreement. I further agree to indemnify and hold harmless the Town of Pleasant Valley and its agents and employees for any liability arising out of the use of said premises under this permit.

\_\_\_\_\_  
Signature of User/Responsible Party

\_\_\_\_\_  
Date