

Three Lakes Park Reservation Contract

Today's Date: _____

Name of Individual or organization: _____

Event Date: _____ Rain Date: _____ Time of Day: _____

Event or Purpose: _____

Facility Requested:

____ Gazebo (CY Williams Park) ____ Pavilion (Don Burnside Park) ____ Horse Arena (Don Burnside Park)

Approximate number of people that will be present: _____

Responsible Party: _____ Phone Number: _____

Address: _____

Fees are waived for the rental of the Maple Lake Beach Pavilion Picnic Shelter Area. Please contact the Town Office with your usage date and time for our records. This facility is used on a first-come, first-served basis.

Fees for Cy Williams Gazebo, Don Burnside Park Pavilion, and Horse Arena are as follows:

Community member: \$50.00/day usage fee plus a \$50.00 deposit fee

Non-Community member: \$75.00/day usage fee plus a \$50.00 deposit fee

Non-Profit Community member: only a \$50.00 deposit fee

Non-Profit Non-Community member: \$25.00/day usage fee plus a \$50.00 deposit fee

Business for Profit: \$100.00/day usage fee plus a \$50.00 deposit fee

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Reminders: Security Deposit will be returned upon inspection by Three Lakes Parks Staff. If the building or the grounds are not in proper condition when you leave, you will NOT be refunded your security deposit. It is your responsibility to clean all areas; put garbage in receptacles – separate recyclables from regular garbage; wipe up spills from floors; clean out refrigerator, turn it off, and leave the doors open; remove tape and all decorations; tidy up bathrooms; clear food and debris from around picnic tables; and make sure the grounds around the pavilion are free of debris. No glass or bottles are permitted on park grounds. Lock all doors when leaving. Please do not park on the grass, park only on paved areas. _____ (RESPONSIBLE PARTY'S INITIALS)

If you intend to have a bounce house, pony rides, etc. or anything of that nature at your event while renting any park facility, you must provide the Town with a copy of your insurance that covers that activity. If you intend to have fireworks you must complete the Town of Three Lakes Fireworks Permit which needs to include your bond or liability policy, along with the name of your licensed pyrotechnician. [Refer to state statute 167.10(3)]
_____ (RESPONSIBLE PARTY'S INITIALS)

By signing your name below, you acknowledge you have read the above reminders, and that you have the proper insurance and necessary paperwork for your event.

Signature: _____ Date: _____

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Fee: _____ Security Deposit: _____ (separate checks please)

Date key issued on: _____ Date key returned: _____ Town Secretary initials: _____

Revised May 2015/KS