

Today's Date: \_\_\_\_\_

### Three Lakes Park Reservation Agreement

Name of Applicant/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Park Facility Requested:

\_\_\_\_\_ Don Burnside Park Pavilion - 6931 Stanzil St. (Security Deposit & Use Fee)  
Interior room with 4 folding tables; 21 chairs; refrigerator; electric outlets; bathroom access  
exterior covered patio; picnic tables; electric outlets; public bathroom access

*The key to Don Burnside Pavilion can be picked up from the Town Office (6965 W. School St.)  
Monday through Friday from 8:00 am. – 4:30 p.m. the day before your rental date. Weekend  
rentals need to pick up the key on Friday and return it on Monday.*

\_\_\_\_\_ Cy Williams Park Gazebo – 7017 Park St. (Security Deposit & Use Fee)  
Gazebo only; nothing is provided

\_\_\_\_\_ Maple Lake Beach Pavilion – 1709 Lake Dr. (No Fees – Reservation Agreement Must Be  
Completed)  
Covered patio; picnic tables; electric outlet; public beach use

Event Date: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

\_\_\_\_\_ Resident/General/Non-Profit rental      \_\_\_\_\_ Non-Resident/For Profit rental

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (including your setup & clean-up time)

Approximate number of people that will be present: \_\_\_\_\_

**Fees for all facilities include tax; security deposit is not taxed; payment must be made with two (2) separate checks or two (2) credit card transactions – each transaction will have processing fees; cash is not accepted.**

**Resident/Non-Profit: \$50.00 Security Deposit and \$52.75 Use Fee**  
**Non-Resident or For-Profit: \$50.00 Security Deposit and \$79.13 Use Fee**  
**Business For Profit: \$50.00 Security Deposit and \$105.50 Use Fee**

Rental Procedures & 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, (day of your event) you will NOT be refunded your security deposit.

Don Burnside Park Pavilion:

- Park only on paved areas, not on the grass
- No glass or bottles are permitted on park grounds
- Turn off all lights
- Use provided receptacles for your garbage – take your garbage bags with you when you leave
- Wipe up spills from floors
- Clean out refrigerator
- Remove all decorations and tape; do not put tape on drywall areas
- Tidy up bathrooms; lock interior bathroom door
- Clear food and debris from around picnic tables and pavilion grounds
- Lock pavilion entry doors
- Return key to the Town Office on the next business day
- Arrange/return the room to the way it was when you arrived

Cy Williams Park Gazebo/Maple Lake Beach Pavilion:

- Park only on paved areas
- No glass or bottles are permitted on park grounds
- Put garbage in receptacles
- Remove all decorations and tape
- Clear food and debris from around picnic tables/gazebo
- Arrange the tables to the way they were when you arrived

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; as well as getting Park Commission approval for a bounce house, pony rides, etc. 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: \_\_\_\_\_

\*\*\*\*\*

Office Use Only

Added to Calendar Yes No Security Deposit Received Yes No Fee Received Yes No

Date Key Issued: \_\_\_\_\_ Date Key Returned: \_\_\_\_\_

Deposit Check Returned? Yes No Deposit Check Shredded? Yes No