

# Shelter/Facilities Reservation



**PLEASE RETURN COMPLETE APPLICATION, PAYMENT & DEPOSIT TO  
THE VILLAGE OFFICE, 133 CRESCENT ST./PO BOX 26, MAZOMANIE, WI 53560.**

Reservation Date:

Reservation Time:

Contact Name:

Organization:

Mazo Non-profit

Address:

Phone #:

Day of Event Phone#:

Email:

Event Type:

# of Guests:

Re-occurring Event?  YES  NO If yes, please list additional dates.

\*\* A volume discount is available for entities using a facility more than 10 times in a calendar year, see policies/procedures \*\*

<input type="checkbox"/> <b>Turk Shelter (Non-Profit:\$20, Res.:\$63.30, Non-Res.:\$84.40)</b>	<input type="checkbox"/> <b>Lake Marion Shelter (Non-Profit:\$20, Res.:\$63.30, Non-Res.:\$84.40)</b>
<input type="checkbox"/> <b>Lions Shelter (Non-Profit:\$0, Res.:\$42.20, Non-Res.:\$63.30)</b>	<input type="checkbox"/> <b>Jaycee Shelter (Non-Profit:\$0, Res.:\$42.20, Non-Res.:\$63.30)</b>
<input type="checkbox"/> <b>Westland Promenade Shelters (Non-Profit:\$20, Res.:\$63.30, Non-Res.:\$84.40)</b>	<input type="checkbox"/> <b>Community Building + Kitchen (Non-Profit:\$20, Res.:\$105.50, Non-Res.: \$211.00)</b>
<input type="checkbox"/> <b>Pavilion (Stage) (Non-Profit:\$80, Res.:\$158.25, Non-Res.:\$211.00)</b>	<input type="checkbox"/> <b>Community Building Meeting Rooms (Non-Profit:\$0, Res.:\$10.55, Non-Res.:\$21.65)</b>

\*Non-profit rates are available exclusively to organizations based in the Village of Mazomanie. Non-profit groups must provide a copy of their tax exempt certificate to qualify. All regular fees listed above include a 5.5% sales tax.

All shelter/facility rentals require a **\$200** deposit (separate check). **NO CASHIER'S CHECKS OR MONEY ORDERS WILL BE ACCEPTED FOR DEPOSITS.** Upon inspection by public works staff, if the facility is found to be in proper condition the **deposit check will be shredded**. If the facility is damaged/dirty, the deposit will be used by the Village of Mazomanie to restore the park to a clean/undamaged condition.

- Will you be collecting fees/selling merchandise?  YES  NO
- Will you be selling alcohol?  YES  NO **If yes, contact village clerk for permit.**
- Amplified Sound/Music?  YES  NO
- Tent requiring staking?  YES  NO **If yes, contact public works.**
- Inflatables?  YES  NO **If yes, certificate of insurance is required.**

The preceding information is correct to the best of my knowledge. I have read understand and agree to the policies & procedures set forth for the use of this facility. I hereby agree to hold the Village of Mazomanie and/or its employees and hereby waive any liability they may have as a result of any damages and/or injuries I or anyone using the facility may incur as a result of this reservation. The rented facilities will be left in the condition they were found or I will pay for any clean-up replacement costs.

Signature:

Date:

Make checks payable to THE VILLAGE OF MAZOMANIE. A full refund will be issued if you cancel at least 14 days prior to your scheduled reservation date. Refunds are not given in the event of rain or inclement weather, instead funds will be applied to re-scheduled event date. Deposit and Payment are due at the time of reservation.

## OFFICE USE ONLY

AMOUNT DUE	PAYMENT	INTERNAL	CORRESPONDENCE
<input type="checkbox"/> DEPOSIT RCV'D	<input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> ONLINE	<input type="checkbox"/> NO DAMAGE <input type="checkbox"/> CLEAN <input type="checkbox"/> KEY RETURNED <input type="checkbox"/> DEPOSIT SHREDDED	<input type="checkbox"/> EMAIL SENT (if applicable) (POLICE, FIRE, EMS, PW, PARKS)

# FACILITIES POLICIES & PROCEDURES

## **KEYS** (Turk Shelter, Community Building ONLY)

Keys are to be picked up from the village office the week of your event during normal business hours.

After your reservation is complete, the keys can be placed in the 24 hour drop box, located to the right of the front door of the village office or returned during normal business hours the week following your reservation.

**If you fail to return your key, you will forfeit your \$200 deposit.**

## **ALCOHOL**

Renters are allowed to have alcohol for their guests and normal drinking laws apply. The renter assumes all responsibility for any alcohol related issues. If you wish to sell alcohol at your event, see Additional Fees section.

## **OTHER RULES & USAGE**

- No group is guaranteed absolute privacy.
- Exclusive use of park amenities such as ball diamonds, playgrounds, parking lots, etc... is NOT included in normal facility rentals.
- All groups must vacate the facility at the time specified on the reservation.
- Facilities/Parks close at 11PM all reservations end at 10PM, unless approved by the village board.
- The Village of Mazomanie retains the right to revoke this permit prior to or anytime during the scheduled event.
- No glass beverages are allowed in public parks.
- Permission from the village must be received prior to driving on the grass, or placing any equipment such as portable toilets, concession stands, tents, etc... within the park.
- Renter must adhere to Park Regulations code 301-1.

## **CLEAN UP EXPECTATIONS**

- Facilities and shelters should be left neat, clean & damage free.
- Decorations, tape, tacks, etc... must be removed.
- All garbage and recycling should be put in dumpster.
- If applicable, kitchen and restrooms should be cleaned.
- All surfaces must be wiped down including tables & counters.
- If applicable, facility should be swept completely.
- Individual cleaning procedures will be available at Turk Shelter & Community Building.
- Security deposit will be forfeited if facility is damaged or left in an unreasonable state.

## **ADDITIONAL FEES**

Any additional items necessary for your reservation will require additional permits & fees. Please contact the village clerk at least 30 days prior to your event.

- ALCOHOL SALES
- FIREWORKS
- STREET CLOSURES

## **VOLUME DISCOUNT**

A volume discount is available for entities using a facility more than 10 times in a calendar year. The discount must be negotiated with the village administrator. Volume discount for more than 50 uses is 50%.

## **VILLAGE CONTACT INFORMATION**

SCHEDULING/QUESTIONS: Deputy Clerk, Tara Roessler [troessler@villageofmazomanie.com](mailto:troessler@villageofmazomanie.com), 608-795-2100, ext. 2

ADDITIONAL FEES/PERMITS: Clerk, Angie Volkman [avolkman@villageofmazomanie.com](mailto:avolkman@villageofmazomanie.com), 608-795-2100, ext. 1

DIRECTOR OF PUBLIC WORKS: Chris Statz, [cstatz@villageofmazomanie.com](mailto:cstatz@villageofmazomanie.com), 608-795-2100, ext. 3

PARKS & REC CHAIR: Jim Marx, [jmarx@villageofmazomanie.com](mailto:jmarx@villageofmazomanie.com)

VILLAGE ADMINISTRATOR: Curt Erickson, [cerickson@villageofmazomanie.com](mailto:cerickson@villageofmazomanie.com), 608-795-2100, ext. 4

AFTER HOURS EMERGENCY PHONE #: 608-347-0819

VILLAGE OFFICE HOURS: M-TH: 7:30-4PM, FRI: 7:30-12PM