

MCMILLAN COMMUNITY PARK PAVILION RENTAL AGREEMENT

114090 Elm Tree Road
Marshfield, WI 54449
(do not mail fees here)

Date and Times of Pavilion Rental: _____

RENTER: Person or organization renting pavilion (if organization is renter, two officers must sign):

Name: _____ **Signature** _____

Phone: _____ **Date:** _____

Does this phone accept text messages? Yes or No

Email: _____

SPONSOR OF RENTER IF RENTER IS NOT A TOWN RESIDENT: Name, Address, Phone & Signature

Purpose of Pavilion Rental Estimated Number of Attendees: _____

Will you be using a Tent? Yes or No

If yes, size and how many? _____

*Tent permit required.

Unless other arrangements have been made, mail/drop off Reservation Fee at:

**McMillan Town Hall
Attention: Pavilion
113904 Elm Tree Rd
Marshfield, WI 54449**

Questions: Please call 715-389-1338 or email CLERK@TOWNOFMCMILLAN.GOV

OFFICE USE:

Date Rental Fee and Deposit Paid _____

Amount Paid: _____

Online Pavillon Calendar: <https://www.townofmcmillan.gov/parks-and-rec/>

Note: Page 1 is the only page needed to be sent back when reserving the Pavilion.

The McMillan Community Park pavilion was constructed for the Town of McMillan residents. Reservations for special use by a resident may be made as outlined in the policies described below. Certain dates may be unavailable and other restrictions on renting the pavilion may be applied by the town board from time to time based on the demand for pavilion use by the community at large.

RESERVATIONS

Only adult residents of the Town of McMillan may rent the pavilion. Reservations can be made up to one year in advance. Reservations will be accepted by telephone or in person on a first come/first serve basis. Reservations can be made by contacting the town clerk at 715-389-1338 or CLERK@TOWNOFMCMILLAN.GOV or by completing and mailing or dropping off the contract and payment.

FEES

Reservation fee - \$150/day.

Damage/Cleaning deposit is \$100/rental.

Both Reservation fee(s) and damage/cleaning deposit are due within ten days of making a reservation with \$100 cleaning deposit refundable if conditions of reservation are met. Deposit refund check will be issued at the following Town Board meeting (2nd Monday of each month).

USE OF PAVILION AND OTHER FACILITIES

Renters will have exclusive use of the pavilion on the date of the rental from 8 a.m. until 11:59 p.m.

Township residents may still have freedom of access to use the ball park, playground equipment, etc. Special requests for use of the ballpark while renting the pavilion will be considered based on availability of the field.

The Pavilion has 12, 6-foot tables and 70 chairs available to utilize for rental. There is also a refrigerator with freezer.

CANCELLATIONS AND RESCHEDULES

Renters canceling more than 60 days prior to the scheduled date shall receive 75% of their reservation fee and their entire cleaning deposit.

Renters canceling 60 days or fewer prior to the scheduled date shall receive a 50% refund of the reservation fee and a full cleaning deposit refund; except that any renter canceling three days or fewer prior to the reserved date shall not receive any refund other than the cleaning deposit.

Renters shall be allowed to reschedule/transfer to a new date one time without an additional charge if the request for a change occurs more than 60 days prior to the scheduled date. All other changes will be considered cancellations and the above noted penalties will apply.

KEYS

A pavilion key can be checked out one day in advance starting at 5 p.m., the day before your reserved rental date, if it's not already reserved by another community member in the township. The pavilion key is located in a lock box. A code will be texted to the renter the day prior to rental date. After use, the key must be immediately returned to the lockbox. A \$5/day late fee will be charged for the key not returned within one week. If the key is not returned within one week, it will be considered lost, and a \$100 fee will be assessed to replace the Pavilion door locks.

RULES AND REGULATIONS

1. Smoking is not permitted in the pavilion. No alcoholic beverages may be sold on park premises at any time.
2. No animals are permitted inside the pavilion. Only animals on leash are allowed in the park and owners are responsible for picking up their waste. Horses and other livestock are forbidden on park grounds.
3. Use of bouncy houses, trampolines or any other jumping device is prohibited. If installed during an event, deposit will be withheld.
4. Excessive noise and loud music which would not allow others from enjoying the park is prohibited.
5. No overnight parking in pavilion parking lot or camping allowed.
6. Parking is restricted to the parking lots. Parking is not allowed on the grass. Renter assumes full responsibility for all damage to township property, missing items, and clean-up of the facility during the rental period. **Parking is not allowed along Elm Tree Road Street or Galvin Avenue.** No parking in the fire department parking lot. If violations occur, the deposit will be withheld. If additional parking is required, please utilize the gravel parking lot at the town hall/garage.
7. The pavilion must be left suitable for immediate use.
 - Floors must be swept and mopped.
 - Tables cleaned and properly stored in their locations.
 - Trash bagged and replaced with a new bag. Renters are responsible for taking their trash with them. This includes Bathroom Garbages.

LEAVING GARBAGE BEHIND WILL RESULT IN AUTOMATIC FORFEITURE OF THE CLEANING DEPOSIT.

- Toilets should be flushed, no paper towel left on the floor.

Garbage bags, mop & bucket, broom, dustpan, will be provided and can be found in the maintenance room.

8. Renter hereby fully releases and discharges the Town and its officers, agents, servants, and employees from any and all claims from injuries, including death, damage or loss which Renter may incur, or which may be incurred by any person(s) that Renter may invite or bring to the rented facility.
9. The damage deposit will be retained by the Town of McMillan if damage or clean-up cost are incurred. If damage or cleanup costs exceed the damage deposit, Renter shall be liable for these costs.
10. Signs regarding a scheduled event shall not be placed on park premises more than five days in advance and only in preapproved locations. All signs must conform to township sign ordinances and policies.
11. No firearms or other weapons shall be brought onto the premises except by lawfully authorized law officers.
12. Maximum occupancy of the pavilion is 100 people when tables are used or 120 people when tables are not used when the pull-down doors are closed.
13. Decorations must be removed. Any decorations not appropriately removed will result in the forfeiture of the security deposit and actual charges will be billed if costs exceed the security deposit. **Confetti is not allowed.** The McMillan Township does not provide equipment (i.e.: ladders, step stools, etc.) for public use.
14. No open flamed candles are allowed. Battery operated candles only.
15. Propane tanks are not allowed inside the building.
16. Fireworks are not permitted.
17. In the event extra items are needed toilet paper, soap, paper towel can be located in the maintenance room.
18. There is a charcoal grill available for use. Charcoal is not provided. Tools to clean up the grill can be found next to the pavilion in the silver bucket.
19. The breaker box in the maintenance room needs to be accessible and should not be blocked.
20. The thermostat is set to 71 degrees during the months of September – April. The thermostat is set to 75 degrees during months of May – August. Arrangements can be made depending on weather.
21. Fans can be turned on and off with switch labeled fan next to the breaker box in maintenance room.
22. Renter has read this agreement and agrees to comply with its terms and conditions. Any failure to comply with the terms and conditions will result in the forfeiture of Renter's deposit.