

Three Lakes Park Reservation Contract

Today's Date: _____

Name of Individual or organization: _____

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

Event /Purpose: _____

Facilities Available by location (please circle facility requested): (see fees listed below)

Don Burnside Park:	Pavilion (covered picnic table area plus fireplace room inside building)
CY Williams Park:	Gazebo (near Chamber of Commerce building)
Felland Ski Park:	waterfront/ greenspace area of ski park grounds

Approximate number of people that will be present: _____

Responsible Party: _____ Phone Number: _____

Address: _____

Fees for Cy Williams Gazebo, Don Burnside Park Pavilion, Felland Ski Park waterfront/greenspace include tax. Security Deposit is non-taxed. Must provide two separate checks.

Community member or Non-Profit- \$52.75/day usage fee plus a \$50.00 security deposit fee

Non-profit community member- \$50.00 security deposit fee only

Non-Community member or For-Profit: \$79.13 /day usage fee plus a \$50.00 security deposit fee

Business for Profit: \$105.50/day usage fee plus a \$50.00 security 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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(MUST BE SEPARATE CHECKS) Fee: _____ Security Deposit: _____

Date key issued on: _____ Date key returned: _____ Town Office Staff initials: _____