

**VILLAGE OF PALMYRA**  
**Contract for Use of the Palmyra Village Park**

The Village of Palmyra offers to furnish use of the, public pavilion, restrooms, and kitchen.

**DATE:**

**Event:**

**TIME EVENT STARTS AND ENDS: Day**

**FEES**

**PARK RENTAL**

**Check #1**

**Check #2**

Village Resident – per day, keys

100.00

100.00

Non-Resident – per day with keys

175.00

100.00

Non-Profit Fundraiser

50.00

100.00

**Your Check #2 will be returned to you after the keys are returned and the park is cleaned up.**

Special Events:

See Explanation Below

**Rates will be determined by the Recreation Committee based on your “Plan of Use” which will be submitted to them prior to rental approval. Write up your plan of use explaining your event, what special considerations you are asking for (parking inside gates, full use of ball diamonds, etc.) and submit to the Clerk’s office at least 30 days prior to your event. This will be sent to the Committee for their review. Rental amount not to exceed \$250.00.**

**Fee for use of park and facilities includes deposit amount.**

Refund returned for: Clean up of park facilities/keys - See above

This contract includes the use of facilities listed above. It does not prohibit the general public, baseball teams, softball teams, soccer teams, and leagues from use of the playground equipment, tennis courts, soccer fields, and baseball diamonds. It is understood that on certain occasions the Recreation Department will have use of the kitchen area adjacent to the hardball diamond. The contract does include the use of parking facilities off of Carriage Way and perimeter parking around the park.

**Park Rules: Read Carefully, you will not get your deposit back if the following items are not done.**

1. Curfew - 11:00 p.m. on all weekday activities, 12:00 midnight on weekends.
2. **No motor vehicles allowed in the park with the exception of service vehicles. This means no parking inside the gates unless your plan of use was approved by the Recreation Committee which included parking inside the gates. We are trying to keep the park and grassy areas as nice as possible.**
3. After padlock on gate is opened, lock must be snapped shut on hasp.
4. If amplifiers are used, they should be facing away from the residential area. Any additional electrical hook ups will need to be approved by the Department of Public Works.
5. The kitchen must be cleaned immediately after use. This is important so those following events are able to operate. Grills must be cleaned if used, sinks and stoves scoured, refrigerators and freezers cleaned, tables washed off, floors swept or hosed down, shelter and bathrooms swept out. Park grounds must be picked up and all trash put into dumpster.
6. If tarps are used they must be folded and put away.
7. When leaving be sure lights are turned off and all gates and doors are locked.

**If park facilities are not cleaned and maintained per the above items you will forfeit your park rental refund.**

**ANYONE DAMAGING THE FACILITIES OR GROUNDS WILL BE HELD RESPONSIBLE AND LIABLE FOR RESTITUTION OF DAMAGES. VIOLATION OF ANY RULES OR STOLEN ITEMS MEANS FORFEITURE OF TOTAL DEPOSIT. The Village is not responsible for item stolen from previous renters.**

**Park keys are to be picked up the week of the event during office hours and returned by the following Tuesday to the Palmyra Village Clerk, 100 W. Taft Street (Village Hall), Palmyra, phone number 262-495-8316. Office hours: Monday through Thursday, 8:00 a.m. to 4:00 p.m. Friday, 8:00 a.m. to 12:00 p.m.**

For the Village and Recreation Activities protection, I agree to return the set of key(s) when the park rental is finished. If for some reason the key(s) are lost/stolen, I will pay restitution for all cost to replace the key(s).

Each shelter rental will require **two checks**, one for \$ and one for \$100 which is the refundable deposit. Make Checks out to: Village of Palmyra. Please sign the lower portion of this page, keep one copy for your records and return one copy with the fee for park use within 30 days to reserve the date requested. Keep the top portion. Copy of this contract must be on site the day of the event.

Village Official Initial here if paid and rental is approved: \_\_\_\_\_

Mailing address: Village of Palmyra, 100 W. Taft Street, P.O. Box 380, Palmyra, WI 53156

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(Detach and return with checks)

DATE:

TYPE OF EVENT:

**Plan of Use Required - Yes No**

**PLAN OF USE APPROVED BY THE Recreation Committee (if required):** Yes No

(Attach a copy to the contract, keep a copy for yourself)

RENTER NAME & ADDRESS:

EVENT STARTS AND ENDS: Day

I/We the undersigned renter understand the use of the park facilities as noted and agree to follow the park rules and clean up procedures stated in this agreement.

Signature of renter: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Dated: \_\_\_\_\_

**DUE: \$ Check 1**  
**\$100 Check 2**

**REFUND: \$100** Refund returned \_\_\_\_\_

Date Keys Picked-up: \_\_\_\_\_ Key Number: \_\_\_\_\_ By: \_\_\_\_\_