



Village of Pulaski

585 E. Glenbrook Dr. P.O.Box 320 Pulaski, WI 54162 (920) 822-5182

Community Park Trails Rental Contract

Available 8 a.m. – 10 p.m. Monday – Sunday, from May 1 – Sept. 30th

Rental Charges: Rental and deposit fees are due upon reservation. Deposits are refunded after complete cleaning of the facility the same day as rental and with approved inspection of park facility by Village staff. Deposits will **not** be returned if rental is cancelled. Deposits will be returned to you within 30 days. Deposit and rental checks are cashed upon receipt.

Rental Fees:

\$25.00 / day

\$75.00 Security Deposit

(Non-profit organizations may request the Village Board to waive the fee)

Date of Rental _____ Time: _____

Renter Name _____

Address _____

Phone Number _____

Email _____

Additional contact person and number _____

Deposits will not be returned if you should cancel and will not be returned if conditions are not met and facility is not properly cleaned the same day as your rental.

I have read this contact and agree to the conditions. I understand I will forfeit the deposit I paid if I fail to follow it.

Signature of Renter _____ Date _____

VOP Representative Signature _____ Date _____

Cash and/or Check # _____ Amount Paid _____

For more information on any rentals from the VOP please call the Village Hall at (920)822-5182

Village of Pulaski (VOP) Rental Policies and Procedures

Rental Procedures: Reservations are made starting on January 1st, residents can reserve first. After March 1st, reservations are open to everyone, on a first come first serve basis. Requests should be made at least 5 business days prior to the event. Some special events are given special consideration. All fees and deposits are due at the time of reservation. A security deposit may be applied toward a future rental within the same calendar year. All deposits will be returned to renter within 30 days of keys being returned. All facilities are available May 1 – Sept. 30th.

Cancellations: In the event of a cancellation, rental fees are non-refundable unless the facility and date is rented to another party. Security deposits will be refunded in full. In the event a renter would like to reschedule, they may do so at the same facility and time period as the original reservation up until one month prior to the original rental date. Rescheduling is limited to one time, and the new rental date must be within the same calendar year as the original reservation. If the same facility and time frame is not available, the regular cancellation policy applies.

Rental Hours: Community Trail rental hours are 8:00 am – 10:00 pm. Premises must be cleaned and vacated by the closing time of the rental date. Be advised that a police officer or any other VOP employee has the right to enter the premises at any time.

Setup/Cleanup: It shall be the responsibility of the renter to maintain the facility in a safe and sanitary condition. Upon completion of the event, all property should be returned to the state they were found. If additional cleanup is required as a result of a rental or event, the labor cost will be charged to the renter accordingly and withheld by way of the security deposit paid at the time of reservation. The following checklist will be referenced when determining if additional cleanup is necessary: remove all food items and other personal belongings; pick up all trash and empty all waste containers (bags should be tied-off); place recyclable materials in appropriate containers. Security deposit will be returned by mail, provided the property is left in good condition, within 30 days.

Damage: If a park or facility is damaged as a result of an event or rental, the cost for the labor and materials used for repair will be charged to the renter. This amount will be deducted from the security deposit; the difference will be billed out if the assessed fine exceeds the amount paid for security deposit.

Smoking: Smoking is prohibited inside/outside of all public buildings operated by the Village.

Alcohol: Alcoholic beverages are allowed for park rentals. If alcohol will be sold, a permit is required from VOP.

Open Fires: Open fires are not allowed in any Village Park.

Sport Facilities: Athletic fields, including ball diamonds, are not included with park shelter reservations.

Liability: VOP and its staff shall not be liable for lost, stolen or damaged property, personal injuries, or other loss at any reserved facility.

All existing Park Rules and Village Ordinances, whether listed here or not, are to be observed.

The Village reserves the right to revoke a reservation or special permit at any time when rules have been broken.