



# Village of Pulaski

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

## West Side Concession Building Facility Rental Contract

Pavillion times are available 8 a.m. – 10 p.m. Monday – Sunday, from Aug. 1 – Sept. 30<sup>th</sup>

**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 after keys are returned. Both deposit and rental checks are cashed upon receipt.

### Village of Pulaski Resident

Concession/Field Rental = \$100.00/day

Security Deposit = \$75.00

### Non-Resident (Fri-Sun Only)

Concession/Field Rental = \$300.00/day

Security Deposit = \$75.00

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 \_\_\_\_\_

Insurance Provider: \_\_\_\_\_ Policy # \_\_\_\_\_ Policy Effective: \_\_\_\_\_

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

**Keys:** Keys must be picked up at the Village Hall during regular business hours (M-Th 8:00 am – 5:00 pm, Fri 8:00 am – 11:00 am)

**Rental Procedures:** Reservations are made starting on January 1<sup>st</sup>, residents can reserve first. After March 1<sup>st</sup>, reservations are open to everyone, on a first come first serve basis. Facility is available Aug. 1 – Sept. 30<sup>th</sup>, Mon – Sun. Pulaski Baseball, High School Sports, and Pulaski Softball Organization have use of facility and Diamonds April 1-July 31<sup>st</sup>. 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.

**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:** Park building 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 rooms 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: unplug all electrical items except refrigerator and stove; return all equipment to original places (tables, chairs, etc.); wash all counter tops, surfaces and appliances; sweep and mop all floors; 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; turn off all lights; lock all doors; and any keys are returned. Security deposit will be returned by mail, provided the facilities are left in good condition, within 30 days.

**Decorations:** Decorations may be put up and taken down without damaging the walls, woodwork, ceiling or window coverings. Tape, tacks, staples, nails and screws are prohibited. White mounting putty is permissible. Lighted candles, dance wax or any other type of dancing compound are not allowed.

**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 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.**