

# Hallie Parks Rental Packet Instructions

Thank you for choosing the Village of Lake Hallie to host your event. The Village of Lake Hallie welcomes you to our community, and strives to deliver the memorable moments that you will enjoy by selecting the quality facilities that the Village of Lake Hallie can provide to you.

This document is intended to help you with the facility application process. The application documents can be downloaded directly from the Village website: <http://lakehallie.us/> and selecting Parks, Recreation & Tourism Commission from the Boards and Commissions tab. You may also pick up a Hallie parks Rental Packet in person from the Village Clerks Office.

First, read the disclosure at the top of the rental agreement. Next, in the 'FEES' portion of the application, select which facility you wish to rent, and check the corresponding box. The fee schedules are provided in this section as well.

Next, fill in the applicant information, and the appropriate yes-no answer boxes to the questions about alcohol, food, and concession rental.

Identify your event on page 2 of the rental packet, and read the notice about the application documents and rental period. Then sign and date this portion of the application. Next review the liability insurance requirements of rental of the Park facilities for your event. You may bring a copy of a certificate of insurance, or insurance 'deck page' with you as proof that the Village of Lake Hallie is a named insured for your event.

If you are serving alcohol at your event, you must complete the "Picnic permit" which is included in the rental packet. The permit is also known as the "APPLICATION FOR TEMPORARY CLASS "B" OR "CLASS B" RETAILER'S LICENSE" which must be accompanied with a \$10.00 fee. This document has additional information about the temporary license for you to review.

The Rental Packet included rules for the various Village of Lake Hallie facilities. You need only review the rules relevant for your event.

You should return the completed documents to the Village Clerks office a minimum of 45 days prior to your event along with the appropriate fees. You will be notified when the Park and Village Boards have reviewed your application materials.

Thank you again for choosing the Village of Lake Hallie facilities for your event. The Village of Lake Hallie wishes you a fun and successful event!

## Village of Lake Hallie Hallie Parks Rental Agreement

People/Organizations desiring to use the Village of Lake Hallie Park must complete this form and submit to the Village Clerk/Treasurer's office. No reservation will be confirmed for rental of the Village Park until this agreement is signed and the required bond/deposit is received. The bond/deposit may be forfeited in part or in whole for any property damage or failure to comply with the terms of this agreement. If the damage exceeds the bond/deposit the renter will be billed for the difference. Forfeiture of the bond/deposit may be appealed to the Village Park Commission. **The security Deposit will be refunded if the grounds, restrooms & concessions are cleaned properly after the event, and the keys are returned. The security deposit may also be put towards the payment of the park usage fee.**

After submitting this form, the request will be reviewed by the Park Commission and the Village Board within 45 days. The Village Board will confirm or deny the request within 7 days of receiving the application. If the requested Park use falls with the policy guidelines, and the Park is available, the Village will confirm your booking. Rental/use requests are not authorized until the application have been approved by the Village, and confirmed to the renting party/organization. **Cancellations must provide a one (1) week notice to receive a refund. The bond/deposit will be forfeited due to cancellation if less than one (1) week notice is given.**

The Village of Lake Hallie is NOT responsible for personal items lost or stolen from Park facilities, and is not liable for any damages or injuries occurred during the Park rental. Hallie Parks rental hours are from 8:00 AM to 11:00 PM, and must be vacated by 11:00 PM.

### FEES

**Choose the Lake Hallie Park you are requesting to rent** (check 1)

**\*\*\* For Softball & Baseball Tournaments:**

|   |                          |      |          |
|---|--------------------------|------|----------|
| Hallie Ball Park without Concession stand | <input type="checkbox"/> | Fee: | \$250.00 |
| Hallie Ball Park with Concession stand    | <input type="checkbox"/> | Fee: | \$300.00 |
| Hallie Soccer Fields                      | <input type="checkbox"/> | Fee: | TBD      |
| Hallie Pickleball Courts                  | <input type="checkbox"/> | Fee: | TBD      |
| Hallie Park Pavillion Rental              | <input type="checkbox"/> | Fee: | \$50.00  |

|  |                  |  |
|--|------------------|--|
| Rental/Bond/Deposit                                | \$200.00         | Due Upon Signing                               |
| Dumpster (required size: 8 yard or 20 yard)        |                  | Host must supply dumpster                      |
| Tournament Fee field maintenance (@ staff person): | \$12.50 per hour | Paid in Balance due invoice from Village Clerk |

**\*\*\* Other expeses/fees**

|  |                  |  |
|--|------------------|--|
| All Field Maintenance and other fees:          |                  | Paid in Balance due invoice from Village Clerk |
| Games (extra) Added fee for extra games (each) | \$50.00 per game | Paid in Balance due invoice from Village Clerk |
| Games (extra) Added fee for game field lights  | \$25.00 per game | Paid in Balance due invoice from Village Clerk |

**Any waiver of field maintenance fees to be authorized by the Parks Commission. Park Supervisor will determine balance due**

**Other Hallie Ball Park Fees not covered in a separate contract:**

- Hallie 3-4 year old T-Balls Skills event fees have been waived by the Parks Commission (on 10/28/2019)
- Hallie Pickleball league player fees TBD
- Hallie Boys & Hallie Girls fees for pitching /fielding clinics TBD

### Applicant Information (Please Print)

Name: \_\_\_\_\_

Organization Name : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Will Alcohol be served: Yes  No  Picnic Class B permit required (application must be submitted)

Will food be served: Yes  No  Will concession stand be rented: Yes  No

Village of Lake Hallie Hallie Parks Rental Agreement

Rental Information:

Date(s) of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Proof of Liability Insurance Received Yes  No

See graduated scale of required coverages below.

The undersigned applicant hereby makes application for the use of Hallie Park facilities described above and certifies that the information on the application is correct. The applicant agrees to adhere to all the rules, regulations, laws and ordinances, including rules provided in the Village of Lake Hallie Usage forms, of which the applicant hereby acknowledges receipt. Hallie Park rental period per day is from 8:00 AM to 11:00 PM. I certify that I am 18 years of age or older. This application/agreement must and supporting documents for the requested Village parks MUST be returned to the Village Clerk. Fees & Deposits are subject to change at any time. REMINDER: Park rules require the park to be vacated by 11:00 PM, and all lights be turned off.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of co-applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Liability Insurance Requirements

The applicant/renter shall indemnify and hold harmless the Village of Lake Hallie, employees, agents, and volunteers from and against all claims, demands, suits, actions, payments and judgements as a result of injury, death or property damage arising from or connected with the use of the Park facilities. The applicant or organization must provide proof of liability insurance, and that the Village of Lake Hallie, 13136 30th Avenue Lake Hallie WI 54729 is a covered entity, named insured, and a certificate holder within that policy during the rental period. A 'Deck Page' or certificate of insurance are an appropriate form of proof for a liability insurance.

Graduated scale of required liability insurance coverages

|  |   |
|--|---|
| Event of 500-1000 attendees without alcohol  | Liability coverage of at least \$50,000.00 is required  |
| Event of 500-1000 attendees with alcohol     | Liability coverage of at least \$75,000.00 is required  |
| Event of 1000-2000 attendees without alcohol | Liability coverage of at least \$100,000.00 is required |
| Event of 1000-2000 attendees with alcohol    | Liability coverage of at least \$125,000.00 is required |
| Event of 2000-4000 attendees without alcohol | Liability coverage of at least \$150,000.00 is required |
| Event of 2000-4000 attendees with alcohol    | Liability coverage of at least \$200,000.00 is required |
| Event exceeding 4000 attendees w/o alcohol   | Liability coverage of at least \$250,000.00 is required |
| Event exceeding 4000 attendees with alcohol  | Liability coverage of at least \$300,000.00 is required |

(Village Office use only)

Agreement Approved: Yes  NO  Rental Fee: \_\_\_\_\_ Date: \_\_\_\_\_

Bond/deposit returned: Yes  No  Down Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Check # \_\_\_\_\_ Credit card # \_\_\_\_\_ Exp. \_\_\_\_\_

Balance due: \_\_\_\_\_ Date: \_\_\_\_\_

Key issued date: \_\_\_\_\_ Key returned date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Village of Lake Hallie Hallie Parks Rental Agreement

LAKE HALLIE SOCCER PARK RULES:

1. Park rental is from 8:00 AM to 11:00 PM. The Hallie Soccer Park shall be vacated by 11:00 PM. Gates must be closed at the conclusion of the days events upon exit of all persons.
2. Check Fields, spectator area & buildings - report any damage before your event.
3. Report any damage to the Clerk/Treasurer's office.
4. Return Keys no later than Monday at 4:00 PM following the event.
5. No alcohol shall be served to minors. If alcohol will be served, renter agrees to abide by the picnic/social use permit and provide completed application at the time of submitting paperwork for those permits. Applications are in rental packet.
6. Bond/Deposit will be forfeited by renters who fail for any reason to fulfill or otherwise breach the terms of the rental agreement. You may lose permission to rent the Park in the future.

KEY PICK-UP

1. You must be at the Clerk's office no later than 11:30 AM on the Friday prior to the rental, or the week day before the rental .
2. Failure to pick up the key by noon on the day prior to the rental will result in the rental being cancelled and the bond/deposit forfeited.

CLEAN -UP

1. Clean-up consists of the following:
  - \* Place recyclables in proper containers.
  - \* Place garbage in proper containers
  - \* Bag and tie all garbage bags and place in dumpster.
  - \* Wash and put away all concession dishes and utensils. (if rented)
  - \* Clean all bathrooms, and if included in rental agreement, concession sinks, counter tops, etc. and sweep concession & pavilion floors. (Wet mop with WATER ONLY if rented).
  - \* Turn out all lights, including field lights and turn off any appliances.
  - \* Fields & green spaces must be cleaned up. (All debris, cans, broken glass, etc.).
  - \* Remove all documents, posters, etc.
  - \* No nails, tapes, or other adhesives (tying decorations is allowed)
2. The applicant will be responsible for cleaning and leaving the Hallie Ball Park in the condition received. Should the Park be left in unacceptable condition, cleaning fees and/or damage expenses, will be deducted from the deposit or you may be billed for additional fees. The Village of Lake Hallie is not responsible for personal items lost or stolen from facilities.

APPLICANT

Must be an adult as recognized by the State of Wisconsin (18 years or older), and willing to be financially responsible for the rental of the Hallie Ball Park.

SOCIAL USE or PICNIC PERMIT IF REQUIRED

By signing the Social Use or Picnic Permit, I agree to:

Not serve alcohol to minors.

No one under the age of 21 will consume or dispense alcoholic beverages.

I have read all items in this agreement and I accept the terms and obligations.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_