



Manitowoc County Parks

4319 Expo Drive, P.O. Box 935

Manitowoc, WI 54221-0935

Pete Tarnowski

Park Manager

petetarnowski@manitowoccountywi.gov

Phone: (920) 683-4185

Park Shelter Request Form

PLEASE PRINT CLEARLY

Park Requested: _____

Date and Time Requested: _____

Name of Group: _____ Person in charge: _____

Address: _____ City, State, Zip: _____

Day phone: _____ E-mail address: _____

Type of event: _____ How many people will attend? _____

Shelter Rental **\$50.00** + Clean up/key Deposit **\$200.00*** + optional Concession Stand **\$25** = **\$250** or **\$275**

(Lower Cato Falls & Walla Hi Only) Cash/Check # _____

**Clean up/key deposit is refundable if group using the facility cleans building and adjacent grounds satisfactorily after event and keys (if applicable) are returned.*

Rules:

1. Tacks, staples and nails cannot be used on shelters to install decoration: **Forfeiture of entire deposit will occur if caught using these products.**
2. Parties are responsible to clean up after their event. All cleaning is to be done immediately after the conclusion of the event. A cleaning fee of \$35 per hour will be assessed to the security deposit if the park/shelter is left un-cleaned. Park personal will inspect the building the following day.
3. Amplified music, live bands and DJ's are NOT allowed unless approved by the Manitowoc County Planning and Park Commission.
4. Park hours are from dawn to dusk.
5. If you move picnic tables, you must return them to their original locations when done.

Additional Concession Stand Rules:

1. Refrigerator, sink and microwave (*where applicable*) must be emptied and cleaned.
2. Floors must be swept and all trash disposed of in outdoor garbage cans.
3. Outlet cannot support two large appliances, such as roasters, large coffee pots or microwaves. Renters should distribute the appliances to other outlets.
4. Smoking is NOT allowed in the concession or bathroom areas.
5. Concession keys must be picked up at the park office, 4319 Expo Drive, Manitowoc, the day prior to the event (2 days prior if on Sunday). You are responsible for the key and it must be returned the following business day.

IMPORTANT: I understand that the issuance of this Park Shelter Reservation is subject to the accuracy of the information supplied on this form, and the adherence to all Manitowoc County Ordinances, policies, and regulations of Manitowoc County, and that Manitowoc County retains the right to revoke this permit any time prior to or during this event. I also understand the conditions of this rental application and agree to pay for any damage arising from use of this County facility. It is further understood and agreed that each group or individual is responsible for cleaning the shelter and surrounding area, with debris put in garbage cans and facilities and grounds left without damage. Renter will be responsible for cleanup costs (\$35 per hour) over the amount of the rental fee in the event user fails to clean up properly.



Manitowoc County Parks

4319 Expo Drive, P.O. Box 935

Manitowoc, WI 54221-0935

Pete Tarnowski

Park Manager

petetarnowski@manitowoccountywi.gov Phone: (920) 683-4185

If there are 100 or more people in attendance at this event, I agree to provide and pay for the delivery and hauling away of a dumpster for refuse OR I agree to haul away the refuse myself. I agree to call Digger's Hotline prior to pounding stakes for tents or any other temporary structure.

CANCELLATION POLICY: All regular park shelter rentals will be refunded in full if reservation is cancelled more than 10 calendar days in advance. Cancellations within 10 calendar days will require the Parks Office to retain a \$10 processing fee, with the balance being refunded. No refunds after the event date.

My signature constitutes my agreement with these stipulations.

Signature _____ Date _____

This park is not reserved exclusively for your use; therefore, anyone can use the park and restrooms during the time of your function.

<i>For office use</i>		
KEY # GIVEN _____	KEY GIVEN TO _____	DATE _____
REFUND APPROVED/DENIED BY: _____	DATE: _____	REFUND AMOUNT:\$ _____
VENDOR #: _____	DATE ENTERED: _____	CHECK #: _____

Facilities/Locations

Lower Cato Falls Park, 12700 CTH JJ Reedsville, WI 54230 (open shelter, with concession)

Long Lake, 23999 Boot Lake Rd Reedsville, WI 54230 (open shelter)

New Hope Pavilion, Cherney Maribel Caves Park 15401 CTH R Maribel, WI 54227(open shelter)

Tartarus Pavilion, Cherney Maribel Caves Park 15401 CTH R Maribel, WI 54227 (open shelter)

Silver Lake Park, 5931 Calumet Ave Manitowoc, WI 54220 (open shelter & gazebo)

Walla Hi Park, 18941 Mueller Rd Kiel, WI 53042 (open shelter, with concession)