

City of Adams Park Reservation/Rental Application

Must Call (608-339-6516), Email, or stop in at City Hall to make sure the park(s) are available.

Event Date:_____ #People Expected_____ Time frame of Event_____

Renter/Group/Org Name_____

Event Name or Description_____

Rep/Contact Person and Phone Number_____

Address_____

RESERVATIONS WILL NOT BE MADE UNTIL FEES(S) ARE PAID-

Fees

<u>Park Name</u>	<u>Res/Non Res</u>	<u>Hours of Reservations 8am-10pm</u>
Lions Park	\$25/\$35	___AM/PM to ___AM/PM
Burt Morris Park Shelter	\$50/\$60	___AM/PM to ___AM/PM
Burt Morris Park Concession (Pickup keys at City Hall)	\$50/ \$60	___AM/PM to ___AM/PM
Burt Morris Park Ball Field(s) Circle which field(s) you want 1 2 3 4	\$5 each	___AM/PM to ___AM/PM
Burt Morris Park Shelter & Picnic Area	\$75/\$125	___AM/PM to ___AM/PM
Basketball and or Tennis Courts Circle one/both	\$10 each	___AM/PM to ___AM/PM
Special Event	\$200/day	___AM/PM to ___AM/PM
Electric (non-ball field) circle yes or no	\$10/day	___AM/PM to ___AM/PM
Electric Special Event (ball field) Circle which field(s) you want 1 2 3 4	\$15 per field	___AM/PM to ___AM/PM
Special Event Security Deposit	\$400	___AM/PM to ___AM/PM
Non-Special Event Security Deposit	\$200	___AM/PM to ___AM/PM
Bathroom Rental circle yes/no	\$10/day	___AM/PM to ___AM/PM
Bulk Water	\$45 plus (for the meter) \$6.11/1000 gallons will be invoiced after event for water, you must pay the \$45.00 upfront for meter	

Total Fees_____ **Deposit Amount**_____ **Total Fees Paid by Check/Cash**_____

*****Please call 608-333-3883 for any assistance needed*****

Park Rules

1. Park hours 8:00am to 10:00pm (unless permission is granted)
2. No glass containers or bottles
3. No motor vehicles in Parks
4. After application is approved and fee is paid a "Reserved Signs" will be posted on the day(s) rented
5. Any damage will be charged to Authorized Party/Renter
6. The City is not responsible for lost or stolen items/articles
7. Any City Official may enter the premises for official business
8. Park must be cleaned up after use
9. No unlawful conduct
10. If Park Renter is considered an event the renter and or organization must provide a copy of Liability insurance.
11. All deposits are refundable per/day if park facilities rented are left in acceptable condition, upon inspection by Public Works.
12. A dumpster may be required for your event at the renter's expense, based off the type of event and the number of people, and the renter must arrange for dumpster to be delivered and pick-up.
13. Limited supplies will be provided for Special Events (toilet paper not to exceed 40 rolls/day, 1 soap per/sink maximum per day, and hand towels (amounts are at the discretion of the Street Superintendent).
14. See the City's Park and Recreation Ordinance for Park rules etc.
15. This application may be updated by the Clerk or City Official as needed.

The Common Council may review (if applicable)- Common Council may review and approval may be required for all atypical events and or requests.

The Common Council meets the 1st and 3rd Monday of each month. Applications should be submitted at least 14 days prior to meeting to allow adequate time for the Common Council to review.

I understand the rules as set forth above and agree to abide by these rules.

Signature of Applicant

Printed Name

Date

