



Village of Johnson Creek  
**CENTENNIAL PARK**  
 620 Midge Street, Johnson Creek, WI 53038  
**FACILITY USE AGREEMENT**

Johnson Creek Village Hall-125 Depot St., PO Box 238, Johnson Creek, WI 53038 920-699-2296

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name (User): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

Event: \_\_\_\_\_

**Remember to Check Site When You Arrive! Any problems or damage, please call 920-699-2296 immediately and leave a detailed message.**

**A \$150 Refundable Security Deposit is required with agreement (separate check needed). The applicant will be responsible for replenishing the Security Deposit if forfeited to maintain a balance of \$150.00 at all times.**

**Rental fee and deposit will be refunded if event is cancelled 30 days prior to event during regular Village business hours. (Monday through Friday – 8:00 a.m. to 4:00 p.m. 920-699-2296). Refunds will be issued by check and may take up to three weeks to process. If event is not cancelled 30 days prior, the rental fee is forfeited. The security deposit must be picked up at Village Hall within 10 days of rental or deposit check will be shredded.**

Type of Rental	Rental Fee	Units	Total
Field – Softball -North	\$35 per game		\$
Field – Softball - North	\$150 daily		\$
Field – Little League-South	\$35 per game		\$
Field – Little League-South	\$150 daily		\$
Concession Stand & Pavilion	\$100 daily		\$
Pavilion Only	\$60 daily		\$
Volleyball Courts	\$10 per hour		\$
Field - Practice	\$10 per hour		\$
Striping, lining field- Weekday Service Only	\$30 per field weekdays only		\$

**Total \$** \_\_\_\_\_

Taxable 100-24213 \_\_\_\_\_

**SALES TAX 5.5%=** \_\_\_\_\_

Parks Non Taxable 100-48210 Parks (Taxable) 100-48210-150

**GRAND TOTAL \$** \_\_\_\_\_

Refundable Security Deposit (required for all uses)	\$150	\$ 150 SEPARATE CHECK
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**Wine or Beer:** A Temporary Class B Beer/Wine license is required to serve and sell fermented malted beverages beer or wine coolers only. Temporary Class B Beer/Wine licenses must be issued to an organization or club and not to individuals. A permanent liquor license is not available for the premises. Wine or beer may be served and given away at no cost for *private events only*. Alcohol cannot be served as a part of a cover charge for the event including serving a meal. Wisconsin Statute 125, forbids dispensing, liquor to persons under 21 years of age. Glass bottles are not permitted.

**All payments must be received in full with reservation request.**

**All park regulations shall be observed. Centennial Park opens at 6:00 am and closes by 10:00 pm unless approved by the Village Board at the time the contract is signed. The user will forfeit \$100 of the damage deposit if they are in violation of the park curfew ordinance.**

**I understand the required user fees and building regulations to use the facility. I understand if damages exceed the Security Deposit, the Village will bill the user the difference. I agree to follow stated policies and any instructions given by Village officials in charge of the facility at the time of use. The Village of Johnson Creek, their employees or agents, and any volunteers/organizations associated with the activity at this facility will not be held responsible for any personal injury or loss that may occur in conjunction with the activity.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Office Use Below

AMOUNT DUE: TOTAL COST: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ By \_\_\_\_\_ Binder

REFUNDABLE SECURITY DEPOSIT FEE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ By \_\_\_\_\_ Website

# CENTENNIAL PARK

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## Guidelines for Concession Area Use:

1. Fill out the reservation form in its entirety or the form will be rejected. Payment for reservations and Security Deposit are due in full upon submission of the agreement.
2. One set of keys will be issued for the concession area, if applicable, to the user (Person who signed the Agreement). User will be ultimately responsible for any damage to the property or loss of the key. Absolutely no copies of the keys shall be made.
3. Use of the concession area for practice or any other uses unannounced to the Village is strictly prohibited. Unapproved use will result in loss of concession area privileges along with forfeiture of the Security Deposit.
4. Applicant shall be liable for any loss, damage or injury sustained by virtue of the activity conducted.
5. No smoking is allowed in the Park Concession Facility.
6. Please keep our facility clean. It is the user's responsibility to: Wipe down tables and restore to the original locations, wipe down counters, appliances, and other surfaces, clean floors and walls of any spills, clean any garbage from around the outside of the facility that your group may have caused, remove all garbage from the building and outside garbage cans and dispose of it in the outside dumpster or take to the edge of the parking lot until a dumpster is available. Failure to remove garbage from the building and surrounding outside areas and take it to the outside dumpster will result in a \$100 fee taken from your Security Deposit.
7. Only the first garbage bag for each receptacle will be provided. any additional garbage bags will need to be supplied by the user. all other provision of cleaning items and solutions will be the responsibility of the user.
8. The Park opens at 6:00 am and closes at 10:00 pm unless otherwise approved by the Village Board.
9. Refunds for reservation fees will be given up to 7 days before the event. Cancellations within 7 days will not be refunded.
10. Fees that will be taken from your Security Deposit include:

\$100.00	Failure to remove garbage from premises after your event.
\$100.00	Violation of Park curfew.
\$150.00	Unapproved use of the concession area..
\$150.00	Failure to return the set of keys within 5 days of the final use for the year or Loss of keys.

All other damages will be determined by cost of labor and materials to repair or replace (Labor Cost is \$150 per hour with a one hour minimum)

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## **CLEANING CHECKLIST**

Only the first garbage bag for each receptacle will be provided, any additional garbage bags will need to be supplied by the user.

The following is a list of items that need attention at the end of each use. We recommend the use of this form as a guide to keep Centennial Park neat and clean. These items are evaluated by the Village maintenance crew and the Security Deposit may be withheld based on the satisfactory cleaning of the facility. Thank you in advance for your cooperation!

### **CONCESSION STAND RENTAL**

\_\_\_ Tables wiped down, no stains or sticky surfaces, returned to original location

\_\_\_ Countertops, kitchen sinks, appliances all wiped down –if applicable

\_\_\_ Any markings on wall surfaces: stains, scuffs, holes

\_\_\_ Floor covering damp mopped – if applicable

\_\_\_ Garbage bags removed from building (place garbage bags in dumpster outside of the building in dumpsters provided) **Only the first garbage bag for each receptacle will be provided, any additional garbage bags will need to be supplied by the user.**

\_\_\_ Bathrooms clean and tidy

\_\_\_ Food and beverages removed from refrigerators

\_\_\_ Doors locked

\_\_\_ Did you notice any damage to the building such as vandalism, gang markings, etc;

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### **PAVILION RENTAL**

\_\_\_ Garbage bags removed from building (place garbage bags in dumpster outside of the building) **Only the first garbage bag for each receptacle will be provided, any additional garbage bags will need to be supplied by the user.**

\_\_\_ Trash picked up from Pavilion floor and surrounding area.

\_\_\_ Tables cleaned off

\_\_\_ Did you notice any damage to the building such as vandalism, gang markings, etc: ?