



PARK SHELTER - TERMS OF RENTAL

Reservations

Facilities may be reserved at the Village Office, phone 296-2363. Office hours are 8:00 am – 4:00 pm Monday thru Friday.

Reservations for usage are confirmed only when a signed agreement is on file at the Village Office.

The facility can only be rented by adults 21 years of age and older. Any exceptions shall be reviewed by the Village Board.

Key

Park kitchen key must be picked up at the Village Office, 129 E. Third Street the week prior to the event (office hours are (8:00 am – 4:00 pm Monday – Friday). You are responsible for the key and it must be returned Monday following event.

Cancellations

Notice to cancel a reservation must be given 48 hours in advance of the event.

Park Hours

Park hours are Sunday thru Saturday 7:00 a.m. to 11:00 p.m.

Smoking

Smoking is **NOT** allowed in any part of the shelters.

Cleaning

All cleaning is to be done immediately after the conclusion of the event. Maintenance personal will inspect the building the following day. Exceptions may be made if there is no event the next day and the Village is notified prior to the event.

All garbage must be bagged and put in receptacles located in park. Village of Westfield recycles! Please place recyclables in the appropriate container. All decorations must be removed at the conclusion of the event.

Equipment

Picnic tables and other equipment are not to be removed from the park facility.

Other Terms

Illegal gambling is prohibited in the building or on the grounds.

Renter agrees that this agreement is being made for the purposes of RENTER ONLY! It cannot be assigned to anyone other than the person signing this agreement.

Renter agrees that should he/she employ an outside catering service, the carter and renter, will clean all kitchen facilities including sinks, stove and refrigerator.

Renter agrees that should alcoholic beverages be served at this function, renter assumes complete and total responsibility and liability for any and all occurrences or accidents and agrees to hold harmless the Village of Westfield. Renter also agrees not to serve alcoholic beverages to anyone under 21 years of age. Renter agrees alcoholic beverages can not be sold.

It is understood the renter will be responsible for any and all damages. If damages occur, renter will compensate within 10 days of the receipt of damage report all expenses.

Renter agrees to indemnify and hold the Village of Westfield harmless for any injury, illness or damages that may occur as a result of the rental activity or event on Village property.



PARK SHELTER – RENTAL AGREEMENT

RETURN THIS SIGNED FORM WITH PAYMENT TO – Village of Westfield, P.O. Box 250, Westfield, WI 53964

___ Rental of Chuckwagon \$50.00

___ Rental of Frontier \$25.00

___ Rental of Corral \$25.00

___ Rental of Outpost \$25.00

Event Information

Date of Rental _____ Type of Activity _____

Time of Event _____ Expected # of People: _____

Renter Information

Renter or Group Name: _____

(Must be 21 years of age or older; see "Terms of Rental")

Address: _____

City, State: _____ Telephone: _____

I HAVE READ AND AGREE TO THE ATTACHED "TERMS OF RENTAL" AGREEMENT AND FURTHER AGREE THAT I WILL ASSUME RESPONSIBILITY FOR ANY DAMAGES/LOSSES WHICH MAY OCCUR DURING MY PERIOD OF RENTAL. RENTER AGREES TO INDEMNIFY AND HOLD THE VILLAGE OF WESTFIELD HARMLESS FOR ANY INJURY, ILLNESS OR DAMAGES THAT MAY OCCUR AS A RESULT OF THE RENTAL ACTIVITY OR EVENT ON VILLAGE PROPERTY.

SIGN _____ DATE _____

PARK SHELTER – INSPECTION CHECKLIST

Please complete this form and return it to the Village Office. You may write additional comments on the back of this form.

Renter: _____ Date: _____

PRE/POST-EVENT INSPECTIONS		
	<i>Pre-event inspection by renter:</i>	<i>Post-event inspection by Village:</i>
<i>General cleanliness of facilities</i>	_____	
<i>Picnic-Tables put away neatly</i>	_____	
<i>Floor clean</i>	_____	
<i>Restrooms are clean</i>	_____	
<i>No garbage left in kitchen area</i>	_____	
<i>Lights turned off throughout facilities</i>	_____	
<i>Discrepancies:</i>	_____	

CLEANING DIRECTIONS	
LOCATING THE CLEANING SUPPLIES:	<i>Kept in the closet in men’s restroom, or in kitchen under sink.</i>
_____ <i>Wash table tops</i>	
_____ <i>Sweep floors in kitchen</i>	
_____ <i>Remove ALL decorations, including tape</i>	
_____ <i>Remove all food that you brought into the facility</i>	
_____ WE RECYCLE! <i>Please place recyclables in the proper containers</i>	
_____ <i>Check and clean restrooms</i>	