



# Manitowoc County Parks

3500 STH 310  
Manitowoc, WI 54220

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## Park and Shelter Request Form

PLEASE PRINT CLEARLY

Park Requested: \_\_\_\_\_ Dated 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                      Check # \_\_\_\_\_

Deposit: \$200.00                      Check # \_\_\_\_\_

*\*Deposit Checks are required for either Park or Shelter Requests*

### 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. A cleaning fee will be assessed to the security deposit if the park/shelter is left un-cleaned.
3. Amplified music, live bands and DJ's are NOT allowed unless approved by the Manitowoc County Planning and Park Commission.
4. Refunds will NOT be issued for cancellations after the 10 day cancellation policy.
5. Park Hours are from 6:00 a.m. to 8:00 p.m.

IMPORTANT: I understand that the issuance of this Park and 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 Manitowoc County, and that the 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. 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. All regular park shelters 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 facilities during the time of your function.**