Manitowoc County Parks
4319 Expo Drive, P.O. Box 935
Manitowoc, WI 54221-0935

Pete Tarnowski
Park Manager
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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 Check # _____

Clean up Deposit: $200.00 Check # _____*Clean up fee deposit is refundable if group using the facility cleans building and adjacent grounds satisfactorily after event.

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 of $35 per hour 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 dawn to dusk.

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 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.