

“VILLAGE PARK” RENTAL INFORMATION

ITEMS INCLUDED IN PARK RENTAL

Men's & Women's Restroom Facilities
Pavilion with 15 Picnic Tables,
Lights & Garbage Receptacles

Kitchen Facilities:

Refrigerators (3)
Stove
Chest Coolers (2)
Storage Bins for Beverages
Large Counter
3 Stationary Grills
Electrical Outlets

Services:

Garbage Disposal

Please understand you are renting the pavilion area only. As this is a public park, there may be other activity on the ball fields, volleyball courts, horseshoe pits, basketball courts and playground equipment. Please feel free to use these recreational areas as desired provided they are not in use by another party.

One week before your event, please contact the Public Works Department at 715-556-4566 to obtain a key for the kitchen area and instructions on equipment use. You can access the pavilion for setup after 9:00 a.m. on the day of the event.

After your event, please complete the following checklist:

1. Turn off all lights
2. Wipe down tables
3. Take down any decorations
4. Place any garbage in the appropriate receptacle
5. Lock kitchen service doors (leave serving counter doors up).
6. Within 2 days return key to the Village Hall during business hours or deposit key in the utility drop box located in front of the Village Hall.

Any proceeds from park rental fees will go park improvements and maintenance.

Should you have an emergency type of problem with the **park facility**, please call 715-556-4566.

PARK POLICIES

(This is not a complete listing of the Village Park Policy for rental purposes only)

1. Overnight camping is not permitted.
2. The park is closed to the public during the hours of 11:00 p.m. to 6:00 a.m.
3. Picnic tables stamped "Village of Elk Mound" are not to be removed from the park. The other picnic tables can be borrowed for a same or next day return.
4. Groups of 500 or more are required to file with the Village Clerk/Treasurer a Certificate of Insurance in the amount of \$50,000 and to have the Village named as additional insured.
5. It is the policy of the Elk Mound Village Board to allow league practice / games at regularly scheduled times when the pavilion is rented to the public. For a schedule of events, please see the Village Park event calendar located at www.elkmound.org.

THANK YOU FOR YOUR COOPERATION!