



CENTENNIAL PARK FACILITY USE AGREEMENT

620 Midge Street, Johnson Creek

Applicant Name			
Applicant Address	City	State	Zip
Applicant Phone Number		Applicant Email	
Purpose of Rental			
Date(s) of Event		Time(s) of Event	

Check the site upon arrival. Report any damage or issues immediately to 920-699-2296. Village staff will not be available during rentals that occur outside of regular business hours

A **\$150 refundable security deposit** is required with this agreement. The security deposit will be **deposited upon receipt**, and a refund check will be issued to the person listed above **within 3 weeks after the rental**, provided there is no damage to the park or its facilities. If any portion of the deposit is forfeited, the applicant will be responsible for replenishing it to always maintain a \$150 balance. **Sales tax applies to all rentals** unless a Wisconsin Sales and Use Tax Exemption Certificate (Form S-211) is received with application.

Fees			
Type of Rental	Rental Fee	Units	Total
North Field	\$35/Game or \$150/Day		\$
South Field	\$35/Game or \$150/Day		\$
Field Practice	\$10/Hour		\$
Field Striping/Lining (Weekday Only Service)	\$30/Field		\$
Pavilion	\$60/Day		\$
Concession Stand (Must be rented with Pavilion)	\$40/Day		\$
Volleyball Courts	\$10/Hour		\$
Wisconsin Sales Tax (Excludes security deposit)	5.5%	Total above x 5.5%	\$
Refundable Security Deposit	\$150.00	-	\$150

Grand Total: \$ _____

By signing below, the applicant agrees to indemnify and hold harmless the Village of Johnson Creek from any claims or damages arising from the use of Centennial Park. The applicant accepts full responsibility for the conduct of attendees and any damage to the facility, acknowledges that security deposit forfeiture may result from damage, cleaning deficiencies, or legal violations. The Village reserves the right to terminate or modify this agreement at any time.

Signature: _____ Date: _____

Guidelines for Centennial Park Use:

1. **Complete the reservation form in full.** Incomplete forms will be rejected. Payment for the reservation and the security deposit is due in full upon submission of the agreement
2. **A five digit code 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.
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. **The applicant is liable** for any loss, damage, or injury resulting from the activity conducted.
5. **Smoking is not permitted** in the Park Concession Facility.
6. **Pets are not allowed** in the park or facility at any time.
7. **Please keep our facility clean.** It is the user's responsibility to follow the attached checklist. 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.
8. **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 provisions of cleaning items and solutions will be the responsibility of the user.
9. **The Park opens at 6:00 am and closes at 10:00 pm** unless otherwise approved by the Village Board. The user will forfeit \$100 of the security deposit if they are in violation of the park curfew ordinance.
10. **Refunds for reservation fees will be given up to 7 days before the event.** Cancellations within 7 days will not be refunded.
11. **Fees that will be taken from your Security Deposit include (but is not limited to):**
 - a. \$100.00 Failure to remove garbage from premises after your event.
 - b. \$100.00 Violation of Park curfew.
 - c. \$150.00 Unapproved use of the concession area..
 - d. \$150.00 Failure to return keys within 5 days of the final use for the year or Loss of keys.
 - e. 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)
12. **Wine or Beer:** A Temporary Class B Beer/Wine License is required to serve or sell beer or wine coolers. This license can only be issued to an organization or club, not individuals. Permanent liquor licenses are not available for this facility. Beer or wine may be served for free at private events, but not as part of a cover charge or meal. Per Wisconsin Statute 125, alcohol may not be served to anyone under 21. Glass bottles are not allowed.

-Office Use Only-			In Binder: <input type="checkbox"/> On Website: <input type="checkbox"/>
Amount Paid: \$ _____ Date Paid: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> Check # _____			
Non-Taxable 100-00-48210-000-000	Taxable 100-00-48210-150-000	Taxes 100-00-24213-000-000	Security Deposit 100-00-23150-000-000

Cleaning CHECKLIST

CENTENNIAL PARK

DATE: _____

№	CONCESSION STAND	<input checked="" type="checkbox"/>
1	Wipe down all tables (no stains or sticky residue) & return them to their original positions	
2	Wipe down all countertops, kitchen sinks, appliances (if applicable)	
3	Check for & address any wall markings, including stains, scuffs, holes	
4	Floor covering damp mopped (if applicable)	
5	Remove all garbage bags and place them in the outdoor dumpster (One bag per receptacle is provided, users must supply any extra)	
6	Keep bathrooms tidy; report any major messes or issues	
7	Food and beverages removed from refrigerators	
8	Doors locked	
№	PAVILION	<input checked="" type="checkbox"/>
1	Wipe down all tables (no stains or sticky residue) & return them to their original positions	
2	Pick up and remove trash from pavilion floor and surrounding area	
3	Remove all garbage bags and place them in the outdoor dumpster (One bag per receptacle is provided, users must supply any extra)	

Please complete the above tasks before leaving the facility. Failure to complete all tasks may result in partial or full forfeiture of your security deposit.

Did you notice any damage to the building, including vandalism, graffiti, structural damage, or other concerning issues? If so, please report any damages as soon as possible to 920-699-2296. Village staff will respond during regular business hours.