



CENTENNIAL PARK FACILITY USE AGREEMENT

620 Midge Street, Johnson Creek, WI 53038

Name (Renter): _____ E-mail: _____
Phone: _____ Event: _____
Address: _____ City: _____ State: _____ Zip Code _____
Date(s) Requested: _____ Time(s) Requested: _____

Reminder: Check the site upon arrival. Report any damage or issues immediately to 920-699-2296.

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 maintain a \$150 balance at all times.

To receive a full refund, cancellations must be made at least 30 days in advance during Village business hours (Mon–Fri, 8 AM–4 PM). Refunds are issued by check and may take up to three weeks. Cancellations made less than 30 days before the event will forfeit the rental fee.

Type of Rental	Rental Fee	Units	Total
Field – Softball -North	\$35 per game		\$
Field – Softball - North	\$150 daily		\$
Field – Little League-South	\$35 per game		\$
Field – Little League-South	\$150 daily		\$
Concession Stand & Pavilion	\$100 daily		\$
Pavilion Only	\$60 daily		\$
Volleyball Courts	\$10 per hour		\$
Field - Practice	\$10 per hour		\$
Striping, lining field- Weekday Service Only	\$30 per field weekdays only		\$

TOTAL \$ _____ **X 5.5% (tax)** _____ = **\$** _____

SECURITY DEPOSIT FEE: \$150.00 Refundable Security Deposit required for all users. \$ _____

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.

Full payment is due with the reservation. Park rules must be followed. Centennial Park is open 6:00 AM to 10:00 PM unless extended by Village Board approval. Violating park hours will result in a \$100 deposit forfeiture.

I understand the required fees and facility rules. I acknowledge that if damages exceed the security deposit, I will be billed the difference. I agree to follow all policies and directions from Village officials. The Village of Johnson Creek, its staff, and any affiliated volunteers or organizations are not responsible for personal injury or loss related to this activity.

SIGNATURE: _____ DATE: _____

Office Use Below

TOTAL COST: _____ DATE PAID: _____ IN BINDER: _____

REFUNDABLE SECURITY DEPOSIT FEE: _____ DATE PAID: _____ ON WEBSITE: _____
Parks (Non Taxable) 100-00-48210-000-000 Parks (Taxable) 100-00-48210-150-000 Parks Taxes 100-00-24213-000-000

CENTENNIAL PARK

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Guidelines for Concession Area Use:

1. Fill out the reservation form in its entirety or the form will be rejected. Payment for reservations and Security Deposit are 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. Applicant shall be liable for any loss, damage or injury sustained by virtue of the activity conducted.
5. No smoking is allowed in the Park Concession Facility.
6. Please keep our facility clean. It is the user's responsibility to: Wipe down tables and restore to the original locations, wipe down counters, appliances, and other surfaces, clean floors and walls of any spills, clean any garbage from around the outside of the facility that your group may have caused, remove all garbage from the building and outside garbage cans and dispose of it in the outside dumpster or take to the edge of the parking lot until a dumpster is available. 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.
7. 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 provision of cleaning items and solutions will be the responsibility of the user.
8. The Park opens at 6:00 am and closes at 10:00 pm unless otherwise approved by the Village Board.
9. Refunds for reservation fees will be given up to 7 days before the event. Cancellations within 7 days will not be refunded.
10. Fees that will be taken from your Security Deposit include:

\$100.00	Failure to remove garbage from premises after your event.
\$100.00	Violation of Park curfew.
\$150.00	Unapproved use of the concession area..
\$150.00	Failure to return the set of keys within 5 days of the final use for the year or Loss of keys.

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)

Cleaning CHECKLIST

CENTENNIAL PARK

DATE: _____

Garbage Bags: One garbage bag is provided per trash receptacle. Please bring additional bags if needed.

Cleaning Checklist: The items below should be completed at the end of each use. This checklist helps keep Centennial Park clean and welcoming for everyone. The Village maintenance crew will evaluate the facility, and your security deposit may be withheld if cleaning is not satisfactory. Thank you for your cooperation!

No	CONCESSION STAND RENTAL	<input checked="" type="checkbox"/>
1	Wipe down all tables (no stains or sticky residue) & return them to their original positions.	
2	Countertops, kitchen sinks, appliances all wiped down (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 garbage bag per receptacle is provided; users must supply any extras.	
6	Keep bathrooms tidy; report any major messes or issues.	
7	Food and beverages removed from refrigerators	
8	Doors locked	
No	PAVILION RENTAL	<input checked="" type="checkbox"/>
1	Remove all garbage bags and place them in the outdoor dumpster. One garbage bag per receptacle is provided; users must supply any extras.	
2	Trash picked up from Pavilion floor and surrounding area.	
3	Wipe down all tables (no stains or sticky residue) and return them to their original positions.	

Did you notice any damage to the building, including vandalism, graffiti, structural damage, or other concerning issues? _____