

# VILLAGE OF NEW AUBURN RENTAL/RESERVATION FORM

Rentals available within the Village of New Auburn for Village Resident/Non-Resident using the fee schedule noted below. A deposit is no longer required. By signing you are abiding by the rules and policies. The Village Park houses a softball field with field lights, a volleyball court, playground equipment, picnic tables, half-court basketball, all of which is available to all park visitors. Pavilion and shelter rental is for unit only – request the softball field, if needed.

**Park Pavilion: 407 S East St – Resident \$85; Non-Resident \$150**

*A seasonal shelter fully enclosed pavilion with roll up doors. Maximum 250 persons. Includes electric, restrooms, kitchen area with sink, concessions with roll up door, cooler, refrigerator, freezer, roasting pans, general kitchenware, and paper towels.*

**Softball Field: 407 S East St – Resident \$25; Non-Resident \$50**

*A fenced softball field with dugouts, covered bleachers, and field lights.*

**Park Shelter: 175 Park St – Resident \$10; Non-Resident \$25**

*A covered open walled shelter with electricity, picnic tables, and counter. This shelter is available on a first-come first-serve basis; however, it can be reserved to assure its available for your event.*

**Village Hall: 130 E Elm St – Resident \$50; Non-Resident \$75**

*A year-round heated space. Maximum 30 persons. Includes electric, restrooms, sink, tables, and paper toweling.*

Reservation Date: \_\_\_\_\_ Time of reservation: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization/Event: \_\_\_\_\_

## RULES AND POLICIES:

- Reservations may be made at Village Hall, 130 E Elm St., New Auburn, WI 54757, 7am–5:30-pm Mon-Thu
- Users are responsible for cleanup and damages. Any damages incurred will be assessed back to the renter.
  - All garbage must be bagged or boxed and disposed of in proper containers.
  - Users are responsible to take Recyclable items to the recycle center.
  - Park pavilion shall be left in a respectable condition. If, upon arrival to use pavilion, the renter finds it in poor condition or damages they should contact the Village at once at (Office M-Thu 7-5:30 pm) 715-237-2223 or (Clerk Cell) 715-239-1763 or (Public Works) 715-933-1091 to report and have them observe and confirm.
  - If pavilions are not left in good condition, a fee will be charged a minimum of (2) two hours of overtime for two village workers. (Approximately \$65 per hour)
- Tables and chairs need to be returned to their original area.**
- No vehicles on grass in play areas.
- Retail sales are not permitted in the park.
- Skateboards, bikes or rollerblades are not allowed in the pavilions.
- Tents of any variety are prohibited unless written prior authorization is received 10 days in advance from the Village. The **user** must contact Diggers Hotline before authorization will be granted.
- Inflatable play yards will not be allowed in the park.
- This fee must be paid at the time of reservation. Keys may be picked up the day before the event unless it's a Friday then the Thursday before. Keys should be returned immediately after the event unless it's Sunday then Monday is good.
- Fees are refundable before 14 days of the event. Refunds must be obtained at Village Hall, 130 E Elm St., New Auburn, WI 54757, (715) 237-2223, with receipt of reservation payment.

*I understand and agree to above rules and policies as written.*

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## FOR OFFICE USE ONLY

Receipt #: \_\_\_\_\_ Fee Pd: \_\_\_\_\_ Check | Cash Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_