



QUARRY PARK FACILITY RESERVATION CONTRACT
2400 SHADY COURT, DE PERE, WI 54115
(920) 336-9131

1st Town in Brown County

RESERVATION DATE: _____ EVENT: _____

Start Time: _____ End Time: _____ Estimated Attendance: _____

Please Select The Facilities That Apply:

Table with 3 columns: Facility, Rental Fee, Security Deposit*. Rows include Quarry Park Shelter, Ball Diamond #1, and Ball Diamond #2.

*The Security Deposit MUST be a separate check from rental fee
Please make all checks payable to: Town of Lawrence

In the event the Renter is a corporation, partnership, association, club, or group, the person signing this agreement for such entity represents to the Town that he/she has fully authority to sign such contract.

Renter shall indemnify and hold harmless the Town of Lawrence from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways or walks adjacent thereto, by reason of any injury to persons or property caused or alleged to be caused by any act or omission, neglect, or wrongdoing of the Renter or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the Renter to the premises.

ORGANIZATION NAME: _____

PERSON IN CHARGE (Must be at least 18 years of age): _____

ADDRESS: _____ (Street) _____ (Town/State) _____ (Zip Code)

PHONE: _____ / _____ (Home) (Mobile)

EMAIL ADDRESS: _____

The preceding information is correct to the best of my knowledge. I have received a copy of the Quarry Park Facility Rules & Regulations and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds.

SIGNED: _____ (Signature of Lessee)

DATE: _____

TO BE COMPLETED BY TOWN OF LAWRENCE PERSONNEL

Amount \$ _____ Date Paid _____ Check # _____

APPROVED BY: _____

DATE: _____

Quarry Park Facility Rules & Regulations

PARK/SHELTER HOURS:

- Park Hours are 6:00am – 10:00pm year round
- Park Facility rentals are available from May 1 – November 1
 - Shelter must be cleaned and vacated by 10:00pm

FEES: The rental fee must be paid in full when making your reservation. Dates will not be reserved until required payment is received.

CANCELLATIONS/REFUNDS:

1. **Non-Tournament Use:** Refunds will only be given for reservations cancelled with at least 10 working days' notice.
2. **Tournaments:** To schedule a tournament, a \$50.00 non-refundable deposit will be required to hold the date; the balance is due prior to use. Cancellation by the Renter, at any time, will result in loss of deposit.
 - In case of field closure due to inclement weather and/or poor field conditions, it is the responsibility of the Renter to request rescheduling or refund within 7 days of the date of the scheduled use. Contact the Town of Lawrence Town Hall to reschedule.
 - Phone: 920-336-9131
 - In Person: 2400 Shady Court, De Pere, WI 54115
 - Business Hours: Monday-Friday 8:00am – 4:00pm
 - Email: townlaw@townoflawrence.org

SECURITY DEPOSIT: A security deposit will be charged to all groups renting the Quarry Park Shelter for damage and/or clean-up costs and will be returned after the Shelter is inspected by Town staff and is found in good condition. **A separate check must be written for the security deposit.**

SET UP, CLEAN UP & DAMAGE POLICY: The Park Facilities are expected to be left in the same condition the Renter found it. The Renter will be held responsible and billed for any unnecessary clean-up, losses, damages, repair, and materials along with the forfeit of your security deposit. **The Town of Lawrence is not responsible for any loss of personal property, damage to vehicles, etc.**

PARKING: Parking is allowed in designated areas only. Do not drive or park on grass.

ANIMALS: Dogs and other animals are not permitted in Quarry Park at any time.

EXCESSIVE NOISE: Auto radios, portable radios, CD players, recording devices and televisions sets must be turned low at all times so as not to be heard from a distance beyond 50 feet from the instrument. No bands or disc jockeys (DJs) are allowed to set up and perform outside without a permit from the Town Board or its designee. **Town of Lawrence Municipal Code §197-6**

ALCOHOL BEVERAGES: Selling, opening, possession of alcoholic beverages in any open container, or consuming any alcoholic beverage in any Town Park, recreation area is prohibited, other than in connection with an event or activity in a community room, park building, or other structure for which a permit has been issued by the Town.

Town of Lawrence Municipal Code §101-3

- A. No person shall sell alcohol beverages within the jurisdiction of the Town of Lawrence without a written permit or license approved by the Town Board of Supervisors.
- B. No permit or license shall be issued or re-issued to a Renter for a place of business that is non-operational unless authorized by the Town Board.
- C. All alcohol licenses or permit issued shall be pursuant to Ch. 125, Wis. Stats.

SEVERE WEATHER: It is your responsibility to monitor weather to ensure your own safety – our shelters are not intended to protect you from severe weather

GENERAL FACILITY USE RULES:

- Use of Park Facilities are subject to all other Park & Town Ordinances
- Failure to follow the Quarry Park Facility Rules & Regulations may result in cancellation or use without refund.
- Being or remaining in or loitering about in any Town Park, recreation area, or other park area while in a state of intoxication is prohibited.
- It is the responsibility of Renter to obtain field closure updates due to inclement weather and/or unplayable conditions.

If a problem arises during your rental time, please call the after-hour's number at 920-660-6695. MAKE SURE TO HAVE YOUR CONTRACT WITH YOU ON THE DAY OF YOUR RENTAL. A service charge of \$30.00 will be assessed if Town personnel are called in to correct any problem created by the Renter.

By initialing this contract, I agree that I have read and understand the rental policies and regulations.