



VILLAGE OF TWIN LAKES

105 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181
Phone (262) 877-2858 Fax (262) 333-3286

USER AGREEMENT/PERMIT (Page 1 of 2)

For Scout House, Lance Park Amphitheater & Millennium Park Pavilion

User: _____

Address: _____

Phone: _____

- Reserve: Scout House
 Lance Park Amphitheater
 Millennium Park Pavilion

Will you be serving fermented malt beverages/wine? YES No

For the purpose of _____ (meeting/party/picnic, etc)

On _____ Date from _____ Time to _____

User agrees to pay the fee and security deposit as listed below. User agrees to reimburse the Village of Twin Lakes for any damage that may be done to the premise which is attributable to the use of the same. User will be refunded as noted if the area is picked up in a clean and orderly fashion following use. User acknowledges that all garbage must be disposed in the appropriate containers supplied.

User releases the Village of Twin Lakes from any and all liability which may occur as a result of the events and activities sponsored by user's group at the building/park. User agrees not to sue or file any claim against the Village of Twin Lakes, and further agrees to defend, indemnify, and hold the Village of Twin Lakes harmless from any claims resulting from user's use.

SEE ITEMS 2 AND 3 ON PAGE TWO FOR RULES ON POLICE NOTIFICATION AND KEY PICK UP.

Signed by User _____ Date _____

RENTAL FEES		
Facility	Resident/Property Owner	Non-Resident/Non-Owner
Lance Park	\$75.00	\$150.00
Scout House	\$75.00	\$150.00
Millennium Park	\$50.00	\$100.00
Non-Profit Organizations: \$100 Security Deposit, No Rental Fee		
SECURITY DEPOSIT (refundable after inspection):		
\$100.00 (non-resident, resident, and non-profit)		

OFFICE USE: RESERVATIONS – USE PROPER PROCEDURE FOR SCOUT HOUSE OR PAVILION

SITE CONDITIONS _____ KEY RETURNED _____ REMARKS _____

LIGHTS OFF/DOORS LOCKED _____ ELECTRIC BOX LOCKED AT PARK _____ POLICE OK & DATE _____

cc: Police Department, Calendar, Applicant/User

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RULES – INCLUDING UPKEEP AND MAINTENANCE

The Village has extended the privilege of using Village properties for functions to various groups and individuals. The following are the rules that must be complied with by all users.

1. RESERVATIONS REQUIRED
2. All users of Millennium Park who do not require a key, must check in at the Police Department in person or by phone (262-877-9056) on the same day of the scheduled function prior to and after use of the facility to insure refund of security deposit.
3. A key is available at the Police Department for the electric at Millennium Park pavilion and the entry to the Scout House on the same day of the scheduled function. The key must be returned to the Police Department immediately after the function.
4. A \$100.00 security deposit is required. Checks are to be made payable to the Village of Twin Lakes and mailed to the address below. Checks must be received in this office two business days prior to the scheduled function. The full security deposit will be returned if the property is left in the same condition as upon arrival, regardless of user's residency. You will be notified of any problems.
5. Prior to leaving the Pavilion or Scout House: Turn off electric, lock doors, take personal effects, place all garage in the carts/cans.
6. Additional rules apply to reservations for the Scout House.
No smoking in the Scout House. Tables and chairs moved to accommodate your event must be returned to their original positions. Lights in the bathrooms are to be turned off upon leaving. User of Scout House should dump garbage in outside toter.

*****PARKS RENTALS WILL NOT BE ACCEPTED FOR LIBERTYFEST WEEKEND*****

If you should have any concerns that need addressing, call Village Hall (262) 877-2858 between 9:00 am and 4:00 pm.

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PO BOX 1024
TWIN LAKES WI 53181