



PARK FACILITY Reservation Form

Fox Crossing Parks & Recreation Department

2000 Municipal Drive | Neenah, WI 54956
Phone (920) 720-7108 | Fax (920) 720-7113

OFFICE USE ONLY

DEPOSIT PAID _____
RENTAL FEE PAID _____
RESERVATION TAKEN BY _____
RESIDENCY CHECKED _____

Reservation Date: _____ Event Type: _____ Anticipated Group Size: _____

Company/Organization (If applicable): _____

Person in Charge (Must be 21 years of age): _____

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone #: _____ Daytime/Cell Phone #: _____

Email: _____

Residency (Please Circle) Fox Crossing City of Menasha* Non-Resident

Proper proof of identification is required to receive the resident rate, please see rental policies and regulations for more information.

**City of Menasha residents qualify for Fox Crossing resident fees under a reciprocity agreement between the city and the village.*

THE FOLLOWING PAVILION WILL BE INCLUDED IN THE RENTAL AGREEMENT (PLEASE CHECK):

- FRITSCH O'HAUSER SOUTH O'HAUSER NORTH
Warming Shelter Not Included In Rental
- PALISADES SCHILDT WITTMANN

DO YOU PLAN ON HAVING AMPLIFIED MUSIC AT YOUR EVENT: NO YES (indicate type) _____

EXTRA AMENITIES REQUESTED (PLEASE CHECK)			
KITCHEN - \$35 <small>AVAILABLE AT ALL PARKS</small>	VOLLEYBALL - \$6 <small>AVAILABLE AT O'HAUSER NORTH, PALISADES, SCHILDT & WITTMANN</small>	BEAN BAG EQUIPMENT - \$6 <small>AVAILABLE AT FRITSCH O'HAUSER NORTH, & WITTMANN</small>	PING PONG EQUIPMENT - \$6 <small>AVAILABLE AT FRITSCH</small>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THE FEE REMAINS AT \$6 IF SELECTING MORE THAN 1 ITEM (ex. Volleyball and Bean Bag Equip = \$6)			

FACILITY	GUESTS	RESIDENCY STATUS	BASE FEE	DAMAGE DEPOSIT	KITCHEN FEE
Fritsch, O'Hauser North, O'Hauser South, Palisades, Schildt, Wittmann	1-125	Resident	\$65	\$60	\$35
		Non-Resident	\$81		
Fritsch, O'Hauser North, O'Hauser South, Palisades, Schildt	126 +	Resident	\$120	\$60	\$35
		Non-Resident	\$150		

**Non-profit organizations will be charged 1/2 of the normal park pavilion rental fee, Monday through Thursday (proof of tax exempt status required). The reservation/damage deposit will be waived for all non-profit organizations. This does not apply on holidays.*

PLEASE NOTE THE FOLLOWING (Additional rules and regulations are located on the back page):

- Kitchen key and/or volleyball/ping pong/bean bag equipment may be picked up in the Parks & Recreation Office no more than two days prior your reservation date. Office hours are Monday–Friday, 8:00AM-4:30PM.
- **Under no circumstances will you be allowed to place items in the kitchen/refrigerator outside of your rental date and hours!**
- NO GLASS containers are allowed in the park. Alcohol is allowed.
- Any clean-up or damage will be charged to the party filling out the reservation form. Please put all trash in the containers provided.
- Dunk tanks are prohibited from Fox Crossing Parks.

I agree to abide by the rules set by the Fox Crossing Parks & Recreation Department and agree to save and hold harmless, and reimburse the Fox Crossing Parks & Recreation Department with respect to claims, suits, attorney fees, and any other expenses which may arise due to personal injury or property damage suffered or incurred in connection with or incident to the use of the park pavilion facilities by the undersigned.

I agree that I will be responsible for the conduct of the group, which has been granted the use of the above named facilities and shall conform to the official policies relating to the buildings and properties as established by the Fox Crossing Parks & Recreation Department. I further agree to reimburse the village in full for the fee as agreed upon to use a park facility and any additional loss due to breakage, defacing of property, or other damage to the premises.

SIGNED: _____ **DATE:** _____

Cancellation of reservations must be done 2 full weeks in advance by notifying the Parks & Recreation Office at 920-720-7108. Failure to do so will result in forfeiture of renter's deposit.

**FOX CROSSING/FOX CROSSING PARK PAVILION
RENTAL POLICIES & REGULATIONS**

- **PAVILION USE:** Park pavilions cannot be used for gatherings/activities that knowingly promote discriminatory/harassing behavior, are derogatory to any individual/group, or may be obscene/pornographic in nature or any other purpose which is illegal or against Village of Fox Crossing ordinances.
- **PARK PAVILION HOURS:** Fox Crossing park pavilions are available for rent between the hours of 10:00AM-10:00PM. The premises must be cleaned and vacated no later than 10:00PM. ***The renter will forfeit their deposit if any individuals or personal items are found to be at the facility outside of their rental day and hours.***
- **RENTAL FEES:** The rental fee varies by the number of expected guests and must be paid in full when picking up the keys (or at least one week prior to your event when no kitchen is rented). Non-profit organizations will be charged ½ of the normal rental fees on Monday -Thursday and the reservation/damage deposit shall be waived. The kitchen and any additional amenity fees shall not be waived or reduced. (Proof of tax exempt status required.)
- **RESIDENT RATE:** Residents of Fox Crossing and City of Menasha must show proper proof of identification to receive the resident rate. This may include a driver's license, utility bill, tax bill, etc. If mailing in the rental form, a copy of identification is required.
- **RESERVATION/DAMAGE DEPOSIT:** A \$60 security/reservation deposit will be required to reserve a pavilion. The deposit will be charged to all groups renting the facility for keys, equipment, damage, and/or clean-up costs, and will be refunded after the facility and/or equipment has been inspected by the Parks & Recreation Staff and found in good condition. The deposit will be refunded in the form of a check, 10-14 days following the event.
- **CANCELLATIONS:** If a cancellation is made at least two weeks prior to the scheduled event, the reservation/damage deposit, minus a \$10 administrative surcharge will be returned. If a cancellation is not made within two full weeks, the full reservation/damage deposit will be forfeited.
- **KEYS:** The person in charge of the rental will be issued a key to the kitchen (when rented). The key may be picked up 2 days prior to the rental date at the Parks & Recreation Office and should be returned to the same location on the next business day. Office hours are Monday-Friday, 8:00AM-4:30PM.
- **DECORATING INFORMATION:** Any decorations used must be removed immediately following the event. Nails, tacks, staples, and screws are prohibited. Lighted candles, dance wax or any other type of dancing compounds are not allowed.
- **CLEAN UP & DAMAGE POLICY:** The renter is responsible for cleaning the kitchen and all areas utilized, including wiping off picnic tables, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. It is the applicant's responsibility to inspect the area upon arrival and document/report any problems. The renter will be held responsible and billed for any clean-up, losses, or damages. The Village of Fox Crossing is not responsible for any equipment or other items left in the pavilion or kitchen outside of the rental date and hours. Removal of village property from the facility is prohibited.
- **RECYCLING:** The Park Commission has adopted a "carry-in, carry-out" recycling policy. Renters are responsible for taking their recyclables with them if an appropriate container is not present in the pavilion.
- **ALCOHOLIC BEVERAGE POLICY:** Glass containers are prohibited in the parks and pavilions. No one may possess or consume beverages such as beer, wine, liquor, or any other form of beverage, packaged in a glass container within any park or rental facility. This does not prohibit the possession or consumption of beverages packaged in plastic or aluminum containers.
- **AMPLIFIED MUSIC:** The use of large speakers to amplify music is strictly prohibited unless approved by Parks & Recreation Director in advance. Small speakers are permitted as long as the noise is kept to a minimum and music is appropriate to park guests of all ages (free from profanity).
- **SALES:** No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization from the Village Clerk and Park Commission. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.
- **INSURANCE:** Rentals open to the general public and/or rentals that provide a bounce house must provide a Certificate of Liability Insurance, in the amount of \$1 million naming the Village of Fox Crossing as an additional insured, prior to the scheduled event.

**IF YOU HAVE QUESTIONS CONCERNING ANYTHING ADDRESSED IN THIS CONTRACT,
PLEASE CONTACT THE FOX CROSSING PARKS & RECREATION DEPARTMENT AT (920) 720-7108.
EVENING / WEEKEND (EMERGENCY / URGENT) NUMBER: (920) 422-1345**