



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
PALISADES SCHILDT WITTMANN

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

Table with 4 columns: KITCHEN - \$35, VOLLEYBALL - \$6, BEAN BAG EQUIPMENT - \$6, PING PONG EQUIPMENT - \$6. Includes availability notes and a summary row: THE FEE REMAINS AT \$6 IF SELECTING MORE THAN 1 ITEM (ex. Volleyball and Bean Bag Equip = \$6)

Table with 6 columns: FACILITY, GUESTS, RESIDENCY STATUS, BASE FEE, DAMAGE DEPOSIT, KITCHEN FEE. Rows for 1-125 and 126+ guests, Resident and Non-Resident status.

*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. The non-profit rate does not apply on holidays.

ADDITIONAL FEES THAT MAY APPLY

- LATE RESERVATION FEE \$10
TENT FEE \$15
EVENT FEE \$50

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

- Under no circumstances will you be allowed to place items in the kitchen/refrigerator outside of your rental date and hours.
Alcohol is allowed. NO GLASS bottles or containers are allowed in the park.
Any clean-up or damage will be charged to the party filling out the reservation form.
Dunk tanks and bounce houses 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:

**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 non-profit discount does not apply to holidays, kitchen rentals, or any additional amenities. Proof of tax-exempt status is 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.
- **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 full 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. Cancellation requests must be made by calling the Parks & Recreation Office.
- **KEYS:** The person in charge of the rental will be issued a key to the kitchen (when rented). The kitchen key and additional equipment may be picked up in the Parks & Recreation Office no more than three days prior your reservation date. Summer Office Hours (Memorial Day-Labor Day) are Monday-Thursday, 7:30AM-4:30PM and Friday, 7:30AM-11:30AM.
- **DECORATING INFORMATION:** Any decorations used must be removed immediately following the event. Nails, tacks, staples, and screws are prohibited. Lighted candles 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 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.
- **GARBAGE:** Please put all trash in the containers provided. If your gathering has excess trash that does not fit in the containers provided, please either take it home with you or excess garbage can be taken to the dumpsters located in Palisades Park (2525 Theresa Ave., Menasha) or O'Hauser Park (1986 O'Leary Rd., Neenah.) Please do not leave bags that are not in trash bins at the park.
- **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 (including food trucks), beverages 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 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**