



Village of Genoa City

755 Fellows Rd ▪ P.O. Box 428
Genoa City, WI 53128
262-279-6472 Office ▪ 262-279-6618 Fax

Veteran's Park Pavilion Reservation Form

(reservations begin on Jan 1 of current year)

CONTACT INFORMATION

Applicant/Organization Name:

Address:

City/State/Zip:

Phone Number:

Email:

EVENT INFORMATION

(check to see if date is availability on our website: www.genoacity.info)

Date of Event:

Time of Event: _____ to _____

Type of Event:

Number of Attendees (approx.):

Live Music or DJ: Yes ☐ No ☐ Use of loud speakers or other amplifying equipment is permitted only if conducted in accordance with Village of Genoa City Ordinance.

Alcohol: Yes ☐ No ☐ The gathering must be private and not open to the public. The sale of Alcohol is NOT permitted. Serving to minors is NOT permitted. Alcohol must be kept within the pavilion. No alcohol beverages are allowed in playground area or parking lot. **Please initial here:** _____

Inflatables or Tent: Yes ☐ No ☐ Any structure that is staked in the ground, must be approved and Diggers Hotline 800-242-8511 must be notified at least a week in advance. **Please initial here:** _____

RENTAL FEES (Cash or Check Payment only)

RESIDENT

NON -PROFIT

☐ Large Pavilion with Serving Room

Accommodates up to 100 guests. Electrical outlets, picnic tables, counter, sink, 2 refrigerated coolers & freezer provided. Access to pavilion lights and fans.

\$175.00

\$50.00

☐ Large Pavilion Only

Accommodates up to 100 guests. Electrical outlets & picnic tables provided. (no lights after dusk)

\$125.00

\$35.00

☐ Small Pavilion

Accommodates up to 50 guests, picnic tables & electrical outlets (located under beams)

\$100.00

\$25.00

☐ Swedish Monument

Can be used for wedding ceremonies

No Charge

No Charge

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned agrees to indemnify and hold the Village of Genoa City, harmless from any injury, loss, damage or expense, including reasonable attorney's fees, or any legal liability which the Village of Genoa City may suffer, incur or sustain or for which said Village of Genoa City or the undersigned may become liable as a result of any injury to persons or to real or personal property caused by the undersigned's use of Village Public and Private property for special events or reservation of park on date(s) of event. The undersigned also agrees to the Park Reservation Rules Agreement. If the undersigned is a representative of an organization or corporation, the undersigned represents that he/she has full authority to enter into this Agreement on behalf of such organization or corporation.



I understand that this reservation is not confirmed until payment is made AND APPROVED BY CLERK'S OFFICE.

Signature: _____ Date: _____

For Office Use Only:

Date Paid:

☐ Check #

☐ Cash

Rec'd By:

Entered in
Calendar ☐

Emailed
Confirmation ☐

See reverse side for Park Pavilion Rules and Regulations



PARK PAVILION RULES and REGULATIONS

- Pavilion reservation hours of use are 9 AM to 10 PM.
- Reservation holder must have copy of the reservation agreement with them at their event.
- Reservation/Hold Harmless Agreement is not confirmed until signed and all fees are paid to the Village Clerk's Office.
- Fees are non-refundable. You may be able to change reservation date (upon Village approval), if alternative date is available.
- Decorations must be removed before you leave. NO STAPLES, DUCT OR GORILLA TAPE ALLOWED.
- All litter, including paper, garbage, cans, or any other trash, shall be deposited in the large on-site dumpster.
- Picnic tables must be left clean and CANNOT BE MOVED OUTSIDE OF THEIR LOCATION.
- Restrooms are available during park hours. Restrooms are stocked with disposable hand towels and toilet paper.
- Dogs are NOT allowed in park.
- No person shall drive any motor vehicle on any part of the park or grassy area. Vehicles may park only in the designated parking areas.
- There shall be no sales of food, drink or articles by any person or group, except by special permission by the Park Board and/or permit has been issued.
- No person shall cause damage to any tree, flower, shrub, building, fence, table, benches, and other equipment, signs, animal habitat, or park structure.

Specific to Serving Room:

- No keys will be given. A Village Employee will open the serving room before 9am.
- Serving room door must be LOCKED when you leave.
- Serving room and sink area must be cleaned and swept, no garbage or any personal items left behind. Cleaning supplies are not provided.

IMPORTANT:

The area will be inspected after your event. If garbage is left and area is not cleaned or if damage has occurred, a fee of \$25 will be assessed. If damage is in excess of \$25, an additional charge will be assessed to the reservation holder.

***ANY QUESTIONS OR ISSUES ON DAY OF RESERVATION,
PLEASE CALL VILLAGE OF GENOA CITY POLICE AT 262-279-6252.***