



Kirkpatrick Center & Parks Rental Agreement Form

Date of Rental _____ Time _____
 Function _____ Est. # of people attending _____
 Name or Organization _____
 Address _____ City _____
 Phone # _____

Indicate facility being requested:

Kirkpatrick Center Roosevelt Park
 Lost Woods Park, shelter only Lost Woods Park, shelter & kitchen facility

These facilities are rented on First Come – First Serve basis. Reservations for the year begin January 1 for Village Residents and February 1 for non-residents. No phone reservations accepted. Call for availability. No applicant may sub-let any part of the building for which they have a permit. **You must be 18 years of age or older to rent the Village of Kohler facilities.**

In entering this agreement, I will uphold the Village of Kohler policies and ordinances. Any violations will be just cause for the denial of future reservations in the Village of Kohler facilities:

1. Cancellation of this rental agreement must be made to the Villager Clerk-Treasurer, 920-459-3873, at least 48-hours before the scheduled event to obtain a refund of the total deposit.
2. Any person or organization reserving any facility in the Village shall agree to assume full responsibility for all damage to Village property by any guest and shall make full payment therefore upon billing by the Village Clerk-Treasurer. The security deposit will be refunded after verification that the facility has not been damaged. Any additional clean up costs by the Village will be billed at \$20.00 per hour and will be deducted from the security deposit.
3. There is NO SMOKING allowed in any Village facility. Drinking of intoxicants is permitted.
4. All accidents, incidents, and misunderstandings must be referred to the Village Clerk-Treasurer's Office within 48-hours of the rental date.
5. Any misrepresentations of events at facilities rented by this agreement will terminate the rental agreement and will be just cause for the denial of future reservations in the Village.

Fees: (Payment due upon reservation)

<u>Residents</u>	<u>Non-residents</u>	
\$25.00	\$ 50.00	security deposit
\$50.00	\$200.00	Kirkpatrick Center rental
\$25.00	\$200.00	park rental fee
\$50.00	\$250.00	park rental fee if using kitchen facility at Lost Woods Park

**The Kirkpatrick Center closing time is 1:00 a.m.
 All park facilities are closed between 10:00 p.m. and 7:00 a.m. Park rentals are available April 1 – October 15.**

Signature of Applicant _____ Date _____