

**MCMILLAN COMMUNITY PARK PAVILION RENTAL AGREEMENT**

114090 Elm Tree Road  
Marshfield, WI 54449  
(do not mail fees here)

**Date and Times of Pavilion Rental:** \_\_\_\_\_

**RENTER:** Person or organization renting pavilion (if organization is renter, two officers must sign):

**Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Does this phone accept text messages?** Yes or No

**Email:** \_\_\_\_\_

**SPONSOR OF RENTER IF RENTER IS NOT A TOWN RESIDENT:** Name, Address, Phone & Signature

\_\_\_\_\_

**Purpose of Pavilion Rental Estimated Number of Users** \_\_\_\_\_

**Will you be using a Tent?** Yes or No

If yes, size and how many? \_\_\_\_\_

\*Tent permit required.

**Unless other arrangements have been made, mail/drop off Reservation Fee at:**

**McMillan Town Hall  
Attention: Pavilion  
113904 Elm Tree Rd  
Marshfield, WI 54449**

Questions: Please call 715-389-1338.

OFFICE USE:

Date Rental Fee and Deposit Paid \_\_\_\_\_

Amount Paid \_\_\_\_\_

Online Pavilion Calendar: <https://www.townofmcmillan.gov/parks-and-rec/>

Note: Page 1 is the only page needed to be sent back when reserving the Pavilion.

The McMillan Community Park pavilion was constructed for the Town of McMillan residents. Reservations for special use by a resident may be made as outlined in the policies described below. Certain dates may be unavailable and other restrictions on renting the pavilion may be applied by the town board from time to time based on the demand for pavilion use by the community at large.

## **RESERVATIONS**

Only adult residents of the Town of McMillan may rent the pavilion. Reservations can be made up to one year in advance. Reservations will be accepted by telephone or in person on a first come/first serve basis. Reservations can be made by calling the town clerk at 715-389-1338.

## **FEES**

Reservation fee - \$100/day.

Damage/Cleaning deposit is \$100/rental.

Both Reservation fee(s) and damage/cleaning deposit are due within ten days of making a reservation with \$100 cleaning deposit refundable if conditions of reservation are met. Deposit refund check will be issued at the following Town Board meeting (2nd Monday of each month).

## **USE OF PAVILION AND OTHER FACILITIES**

Renters will have exclusive use of the pavilion on the date of the rental from 8 a.m. until 11:59 p.m.

Township residents may still have freedom of access to use the ball park, playground equipment, etc. Special requests for use of the ballpark while renting the pavilion will be considered based on availability of the field.

The Pavilion has 12, 6-foot tables and 70 chairs available to utilize for rental. There is also a refrigerator with freezer.

## **CANCELLATIONS AND RESCHEDULES**

Renters canceling more than 60 days prior to the scheduled date shall receive 75% of their reservation fee and their entire cleaning deposit.

Renters canceling 60 days or fewer prior to the scheduled date shall receive a 50% refund of the reservation fee and a full cleaning deposit refund; except that any renter canceling three days or fewer prior to the reserved date shall not receive any refund other than the cleaning deposit.

Renters shall be allowed to reschedule/transfer to a new date one time without an additional charge if the request for a change occurs more than 60 days prior to the scheduled date. All other changes will be considered cancellations and the above noted penalties will apply.

## **KEYS**

A pavilion key can be checked out one day in advance starting at 5 p.m., of the reserved rented date, if it's not already reserved. Keys should be left in the maintenance room of the Pavilion immediately after use. A \$5/day fee will be charged for late return. The key will be considered lost and a fee of \$100 will be assessed after one week to replace locks on pavilion doors.

## **RULES AND REGULATIONS**

1. Smoking is not permitted in the pavilion. No alcoholic beverages may be sold on park premises at any time.
2. No animals are permitted inside the pavilion. Only animals on leash are allowed in the park and owners are responsible for picking up their waste. Horses and other livestock are forbidden on park grounds.
3. No parking in the fire department parking lot. If violations occur, the deposit will be withheld. If on street parking is required, please park on the North side of Elm Street.
4. Use of bouncy houses, trampolines or any other jumping device is prohibited. If installed during an event, deposit will be withheld.
5. Excessive noise and loud music which would not allow others from enjoying the park is prohibited.
6. No overnight parking in pavilion parking lot or camping allowed.
7. Parking is restricted to the parking lots. Parking is not allowed on the grass. Renter assumes full responsibility for all damage to township property, missing items, and clean-up of the facility during the rental period. Parking is not allowed along Elm Street or Galvin Avenue.
8. The pavilion must be left suitable for immediate use.
  - Floors must be swept and mopped.
  - Tables cleaned and properly stored in their locations.
  - Trash bagged and replaced with a new bag. Renters are responsible for taking their trash with them. This includes Bathroom Garbages.

**LEAVING GARBAGE BEHIND WILL RESULT IN AUTOMATIC FORFEITURE OF THE CLEANING DEPOSIT.**

  - Toilets should be flushed, no paper towel left on the floor.

Garbage bags, mop & bucket, broom, dustpan, will be provided and can be found in the maintenance room.

9. Renter hereby fully releases and discharges the Town and its officers, agents, servants, and employees from any and all claims from injuries, including death, damage or loss which Renter may incur, or which may be incurred by any person(s) that Renter may invite or bring to the rented facility.
10. The damage deposit will be retained by the Town of McMillan if damage or clean-up cost are incurred. If damage or cleanup costs exceed the damage deposit, Renter shall be liable for these costs.
11. Signs regarding a scheduled event shall not be placed on park premises more than five days in advance and only in preapproved locations. All signs must conform to township sign ordinances and policies.

12. No firearms or other weapons shall be brought onto the premises except by lawfully authorized law officers.
13. Maximum occupancy of the pavilion is 180 people when the pull-down doors are closed.
14. Decorations must be removed. Any decorations not appropriately removed will result in the forfeiture of the security deposit and actual charges will be billed if costs exceed the security deposit. The McMillan Township does not provide equipment (i.e.: ladders, step stools, etc.) for public use.
15. No open flamed candles are allowed. Battery operated candles only.
16. Propane tanks are not allowed inside the building.
17. Fireworks are not permitted.
18. In the event extra items are needed toilet paper, soap, paper towel are in the maintenance room.
19. There is a charcoal grill available for use. Charcoal is not provided. Tools to clean up the grill can be found next to the pavilion in the silver bucket.
20. The breaker box in the maintenance room needs to be accessible and should not be blocked.
21. Renter has read this agreement and agrees to comply with its terms and conditions. Any failure to comply with the terms and conditions will result in the forfeiture of Renter's deposit.