



**Village of Sister Bay**  
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THIS AREA FOR OFFICE USE ONLY	
Deposit	Use Fee
Security Deposit Paid Date:	Use Fee Amount:
Security Deposit Check No.:	Use Fee Paid Date:

### FACILITY USAGE APPLICATION

Name and Address	Proposed Activity
<b>Applicant (Organization) Name:</b>  <b>Street Address:</b>  <b>City - State - Zip/Code:</b>  <b>Phone:</b>  <b>Email:</b>	Briefly describe your event:    Date(s) requested:   Approximate number of participants: _____

### FEE SCHEDULE (all fees are subject to change)

<u>FACILITY</u>	<u>SECURITY DEPOSIT</u>	<u>COMMUNITY SERVICE/ CHARITABLE ORGANIZATIONS</u>	<u>RENTAL FEE</u>
Gazebo	\$500	\$25.00	\$50.00
Village Hall	\$500	\$50.00	\$30/hr or \$200/day
Sports Complex Pavilion	\$500	\$50	\$150
Fire Station Meeting Room (small/large)	\$500	\$10/\$20	\$25/\$50
Sports Complex Ball Fields	\$500	\$50/season	\$50/use
Tennis/Pickleball/ Basketball Courts	NONE	Seasonal fee TBD	\$10 (up to 2 hours)
TKH Building	\$500	\$50	\$75
Marina Park or Lienau Hill (May, June, Sept & Oct)	\$1000	\$50	\$1500 (for period beginning 1:00 PM Friday through 10:00 AM Monday for tent set-up/take-down)
Marina Park or Lienau Hill (July & August)	\$1000	\$50	\$2500 (for period beginning 1:00 PM Friday through 10:00 AM Monday for tent set-up/take-down)
Waterfront Park (May, June, Sept & Oct)	\$3000	\$75	\$1900 (for period beginning 1:00 PM Friday through 10:00 AM Monday for tent set-up/take-down)
Waterfront Park (July & August)	\$3500	\$100	\$3500 (for period beginning 1:00 PM Friday through 10:00 AM Monday for tent set-up/take-down)

### FACILITY USE REGULATIONS

Rental hours begin at 7:00 A.M. and are to be concluded by 10:00 P.M.

All reservations are made on a "first come, first serve" basis. A completed application and deposit are required to hold a date. Deposits are returned within 2 weeks of the conclusion of an event but will be withheld if the building

or property is left with damage or excessive debris. **Any cleaning fees will be deducted from the security deposit.** Keys, if issued, must also be returned before the security deposit is returned. Lost keys are subject to a replacement fee.

The Village reserves the right to cancel a reservation if the Village requires use of the facility, in which case the deposit and use fee will be refunded. In the event you need to cancel, please notify the office as soon as possible.

All signage to be displayed must comply with the Village's sign regulations. Please contact the office for a permit application.

Any individual or group utilizing Village facilities is expected to leave the facility in as good a condition as it was found. The individual or group also agrees to be responsible for any damage caused to the facility, building or park grounds while they are utilizing it, and will be billed at 125% of the total cost of repair. **If you or a member of your group drives a vehicle across the village grass you will lose your deposit and be liable for repair costs.** Violation of any Village facility usage regulation may prohibit the individual or group from future use of Village facilities.

No tent can be erected on Village grounds without FIRST contacting the Parks Facility Manager at 920- 421- 0273 to meet on-site and stake out the location of the tent. This is necessary to protect the sprinkler and electric system from damage. The maximum size of any tent shall not exceed the size limits indicated on the maps provided and **MUST** be placed within the marked boundary. **Any damage caused to the sprinkler or electric system will be billed at 125% of the total cost of repair.** The tented event area will be accessible from 1:00 PM Friday through 10:00 AM Monday only.

Music in the parks may not exceed decibel levels as set by the Village of Sister Bay. A decibel meter may be available to verify that levels are acceptable. If you are found in violation of the village's decibel limit, you are required to adjust sound levels or stop the music immediately. No amplified music may be played after 9:00 PM or you will forfeit your security deposit.

If any event involves the distribution of alcohol, an appropriate permit must be obtained from the Village Clerk. **ALCOHOL SALES ARE NOT PERMITTED** unless you meet the criteria outlined in Wis. Stats. 125.26(6) and 125.51(10) and complete the application process.

*If this application is for the rental of Marina Park, please fill out and sign the corresponding application.*

I acknowledge that I have read the facility use regulations and agree to abide by these terms.

\_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date

\_\_\_\_\_ Event Coordinator Signature \_\_\_\_\_ Date

AREA BELOW THIS LINE FOR OFFICE USE ONLY			
Key # _____ Date Issued: _____ Date Returned: _____			
<b>Approvals</b>		<b>Inspection</b>	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ACCEPTABLE	<input type="checkbox"/> UNACCEPTABLE

## Marina Park Rental

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**The tented event area will be accessible from 1:00 P.M. Friday through 10:00 A.M. Monday.**

Port-a-potties must be rented for your event and placed in areas designated by the Facilities Manager.

The Sister Bay Marina boaters locked bathrooms and the Marina parking lot next to the launch are NOT available for your use.

Sister Bay Marina Staff are not involved with rental of the facility. Please do not go to them with questions or requests.

If outside catering is used, you must establish placement of the catering vehicles and equipment with the Facilities Manager.

Parking is available on the street, at the sports complex, in single spaces in the Marina Parking Lot behind the gas station (Scandia Rd), and in the Village parking lot on Mill Road across from Waterfront Park.

Parking is prohibited in any private business parking lot including, but not limited to, Bhirdo's Gas Station, Second-hand Sue's, and Al Johnson's Restaurant. If parking on any private property occurs, you will lose your security deposit and those vehicles may be towed or ticketed by the owner of those private businesses.

Provide the name and contact information for the person responsible for answering questions pertaining to the event that must be available during the following times:

**Event set-up:** \_\_\_\_\_

**Day of event activities:** \_\_\_\_\_

**Event clean-up:** \_\_\_\_\_

I acknowledge that I have read the Marina Park regulations and agree to abide by these terms.

\_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date

\_\_\_\_\_ Event Coordinator Signature \_\_\_\_\_ Date

# Marina Park

Tents are permitted Friday 1:00 PM through Monday 10:00 AM. Be sure to contact the Parks Facilities Manager BEFORE your tent company starts installing the tent to ensure that underground utilities are protected. Vehicles are prohibited from driving on the grass and you will be billed for repairs not covered by the amount of the security deposit.





# Beach

Tents are permitted Friday from 1:00 PM through Monday 10:00 AM. Be sure to contact the Parks Facilities Manager **before** your tent company starts installing the tent to ensure that underground utilities will not be damaged. Vehicles are prohibited from driving on the grass and you will be billed for repairs not covered by the amount of the security deposit.



Tents that are secured by water barrels or some other method not requiring staking into the ground do have flexibility in location on the site. All tent placements **MUST** be approved by the Parks Facilities Manager.



Power source

# Lienau Hill

Tent stakes must fit within the marked boundaries. Parking is available on the street, in the Mill Road parking lot, Sports Complex parking lot or in single spaces in the Marina lot off Scandia Rd. Parking in private business lots is prohibited. Violators may be ticketed, towed and/or lose your security deposit.



★ Power source