

SITE CAPACITY: Licensee must comply with rentable space capacities as listed in the facility description.

PARTY RENTALS: If Licensee is bringing any "party rentals" (tables/chairs, tent, etc.), they must connect with park staff at least 10 business days prior to event to discuss and get approval. "Party rental" setup and tear down shall occur only on day of rental. There is no space for overnight storage of these items.

PARK ENTRANCE: All vehicles (licensee, guests, vendors, etc.) that pass through the park entrance will be required to validate their license plate with an event code that is provided. Guests must validate their license plate within 7 days of the visit or be subject to an entrance fee notice.

SMOKING: Park buildings are smoke/vaping free facilities. No smoking/vaping indoors.

NOISE: At all times, music and voices are to be confined to your reserved area.

FIRES: Fires are to be restricted to the fireplace (if applicable). Firewood bundles can be purchased online (24hours in advance).

DOGS: Dogs must be leashed when outdoors.

CLEAN-UP: A charge of \$55.00 per hour may be assessed for clean-up beyond the usual and customary.

OVERSTAY CHARGE: Please note that all setup, decorating, and cleanup of your event are to be within your contracted rental time. If the Licensee, their guests, and/or related renter supplies, contractors, caterers, service providers, decorations, etc. fail to vacate the premises by the time specified in the contract, a \$100.00 per hour fee will be applied.

DAMAGE: Licensee is responsible for any damage to reserved area and surroundings.

DECORATIONS: The Park System prohibits the use of glitter and confetti. No staples, nails, tacks, screws or residue leaving tape (masking, duct, scotch) affixed to walls, windows, tables (including picnic tables) or painted surfaces.

CHANGES 30 or more days before event date: By phone only at (262) 335-4445. Licensee is welcome to request one change to reservation at no charge. Additional change requests require a cancellation of reservation (see below) and re-booking at full rates.

CANCELLATIONS: By phone only at (262) 335-4445.

Reservation is Cancelled	Refund Amount
> 90 days from event date	Full refund minus \$25.00 Admin Fee
30 - 90 days from event date	50% refund of total reservation cost
< 30 days from event date	No refund

REFUNDS: No refunds are given due to unforeseen circumstances or weather conditions unless the park or facilities are officially closed.

Reservation Instructions I, the undersigned, have read the fees, rules and regulations of the Washington County Land Use & Planning Committee and agree to comply with them. I will be responsible for any damage or improper conduct at the above reserved facility. I also understand that the County provides regular maintenance at all the facilities, but the County will not guarantee that all amenities are in perfect working order at all times. I will leave the shelter and the immediate area around the shelter the way I found it. This includes moving any picnic tables back to the way I found them in and outside of the shelter and returning all folding tables and folding chairs back to their designated areas. I will remove all decorations (including tape and staples), will not utilize confetti or water balloons, will sweep shelter floors, clean spilled food and drink on tables, will remove all garbage and place it in the large garbage dumpster provided and replace any bags in trash containers. I will utilize the shelter beginning at the indicated "Check in Time" and will have the shelter cleaned up, just as I found it, and will leave by the indicated "Check Out Time". Shelter entrance access code information will be sent to me via email two days prior to my reservation date. I understand that County staff may not be there to check me in and/or out of the shelter. I understand that my reservation includes the cost for park entrance fees for my guests. I also understand that I will need to create an "event code" and that it is my responsibility to share the "event code" with my guests. Please note: This reservation does include tax, if you are a tax-exempt entity, please contact the Natural Resources Department to provide your tax-exempt number. In addition to your shelter rental the park's grounds are considered open areas and are not able to be reserved, but the grounds can be used for your enjoyment. The building's capacity cannot exceed the capacity limits per shelter. Any group over 200 in number requires prior Natural Resources Department approval. Questions? Contact the Natural Resources Department at 262.335.4445 or email: parks@washcowisco.gov