



Village of  
**Ashwaubenton**  
 900 Anderson Drive • Ashwaubenton, WI 54304  
 P: 920.492.2331 F: 920.492.2341  
[www.ashwaubenton.com](http://www.ashwaubenton.com)

Please call (920) 492-2331  
 Monday thru Friday 8 a.m. – 4:30 p.m.  
 for availability of dates & times,  
 and to confirm rental fees.

## Parks, Recreation & Forestry Department Rental Contract for Use of Community Center

- 900 Anderson Drive / Public Building / No Smoking -

### Lessee Information

Name \_\_\_\_\_ Home Phone # \_\_\_\_\_  
(Last, First)

Address \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
(Street, City, Zip Code)

Email \_\_\_\_\_

Organization / Business  
 Represented (if applicable) \_\_\_\_\_

### Details of Rental Request

Purpose or Function of \_\_\_\_\_

Date of Rental (Preferred Date) \_\_\_\_\_ Est. Attendance \_\_\_\_\_

Room Requested (check one)      Activity Room      Grand Park Room East      Full Grand Park Room

Facility to be **opened** at \_\_\_\_\_ AM / PM      Facility to be **vacated** at \_\_\_\_\_ AM / PM

Total Hours of Use (Please include your set up / decorating / take down / clean up time) \_\_\_\_\_ Hours

Event Details (check all that apply)

<u>Meals</u>	<u>Alcohol</u>	<u>Additional Services</u>
Catered	Private – Brought on Your Own	Large Projector (\$30) Grand Park Room Only
Kitchen Use	Catered	Cordless Mic/Lavalier (No Charge)
Brought From Home		TV with DVD Player-Activity Room Only (No Charge)

Other Information \_\_\_\_\_

**\*\*NO CASH BARS ARE PERMITTED AT THIS FACILITY DUE TO STATE LIQUOR PROVISIONS\*\***

I agree to indemnify and save harmless the Village of Ashwaubenton and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the Village of Ashwaubenton properties herein specified. I have received a copy of the rental information and agree to abide by all the rules and regulations for the use of buildings and facilities; and to adhere to all specifications and limits listed.

**\*\*Businesses and Public Events shall provide proof of insurance outlining the aforementioned\*\***

**NOTE:** The Parks and Recreation Director, or designee, reserves the right to cancel and/or relocate any reservation, if the reservation threatens the integrity of the park and/or facility due to; 1) misrepresentation of information on application, 2) unsafe facility conditions, 3) weather conditions.

Lessee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Request should be returned to: Ashwaubenton Parks & Recreation – 900 Anderson Dr. Green Bay, WI 54304**

**Contract is not valid without Full Payment, Department Signature AND Stamp!!!**

**IMPORTANT PHONE #'s:** To be used if your building supervisor is not on site and you are unable to get into the building at your scheduled rental time. **\*\*Please place calls in this order until you are able to reach someone\*\***

- |   |              |                                   |              |
|---|--------------|-----------------------------------|--------------|
| 1) Saturday & Sunday On-Call (June - August only) | 920-609-0213 | 3) Rex Mehlberg                   | 920-371-1701 |
| 2) David Roehrig                                  | 262-353-8320 | 4) Dan DeBauche, Park Maintenance | 920-619-1732 |

**For Office Use Only**

Rental Fees \$ \_\_\_\_\_ + Tax \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_      Deposit \$ \_\_\_\_\_

Department Approval Signature/Stamp \_\_\_\_\_      Date \_\_\_\_\_