



LAKE PACAWA PARK USAGE/RESERVATION AGREEMENT:

1. This agreement covers the use/amenities applied for and approved under this agreement. The remainder of the park is open for public use. (Restrooms, Shade Structure(s), Picnic Tables, Play Ground Equipment, Splash Pad, etc.)
2. Admission fees may NOT be charged unless authorized by the Village of Plover Board.
3. If any damage occurs or if clean-up is inadequate, the user will be held responsible. The user or their agents must not injure or deface the walls or floors of the buildings, playground equipment, or the park grounds. Damage(s) to property and/or clean-up charges will be for all labor and materials associated with the incident (one-hour minimum charge). Cleaning equipment will be provided by the Village for all of the reservable buildings (bandshell, Worzella Family Shelter, and changing room) including a broom, dust pan, mop and bucket, cleaning supplies will need to be provided by the lessee.
4. Absolutely no fence posts, volleyball stakes, tent stakes or stakes of any kind shall be used on the soccer fields, baseball field or anywhere within the park.
5. The Public Works Department must approve the placement of any type of freestanding tents, portable toilets, etc.
6. Parking beyond posted areas is prohibited. Illegal parking is subject to a fine, and law enforcement personnel will enforce this policy.
7. No food concessions or alcohol shall be sold or given away by the Lessee, unless prior written permission is obtained from the Village of Plover. No person shall bring or consume intoxicating liquors within the park, fermented malt beverages may be consumed in the park unless otherwise prohibited by the Village Board. The use of glass beverage containers is strongly discouraged.
8. Written authorization from the Village of Plover must be obtained prior to anything being moved or removed from the building(s) or facility grounds.
9. Bandshell, Worzella Family Shelter, restroom facilities, and the activity/open-roofed area hours are 10:00 a.m.-11:00 p.m. Use prior to 10:00 a.m. IS NOT PERMITTED. For large events, the Village of Plover bathrooms and Worzella Family Shelter will be closed. The user is responsible to provide adequate portable toilets for their events. The Village of Plover Public Works Department will determine this.
10. The Public Works Department reserves the right to stop activities in the event such activities are detrimental to the overall use of the park or facilities.
11. The Village of Plover, its employees and agents or representatives, will not be responsible for injury, loss or damages that may occur. The User, on signing this agreement, expressly releases the aforementioned from any and all claims, such loss, damage or injury.
12. For all large gatherings of 300 individuals or more, the Lessee is responsible for all necessary Village of Plover permits & requirements (i.e., Large Gathering Permit).
13. Payment to the Village of Plover shall be made in advance and should be submitted with this agreement. Either party may cancel this Agreement by written notice only. Written notice to the other party must be received at least 14-days prior to the scheduled event date. If this Agreement is cancelled with proper notice, the usage fee and deposit will be refunded. If this Agreement is not cancelled with proper notice, the Usage Fee will not be refunded.
14. Loud music may disturb other park visitors and neighbors. The user is asked to use their best discretion to keep sound volumes at a reasonable level.

ADDITIONAL FACILITY REQUIREMENTS:

BASEBALL DIAMOND:

- Public Works Department does not furnish bases.
- NO reservations will be accepted for team practice.
- Teams/Lessee shall rake and fill depressions formed at the bases, mound, and plate area at the end of the game or reservation. Teams/lessee must tarp mound and plate areas where tarps are provided.
- Warm-up drills involving batting or pitching balls into the fence are strictly prohibited. Only one team can be on the field when batting or fielding practice is being taken. Batting can only be from home plate and the pitching must be done from the mound. There is no batting of balls or warming up of pitchers allowed on the grass part of the playing field.
- The swinging of bats is NOT allowed outside the playing field.
- No one shall be on the field unless the coach is present. Players are NOT to climb or hang on fences.



- The user is responsible for clean-up of all litter in the ball field area. (Including under, on, and around bleachers and dugouts.) Any cleanup done by the Public Works Department will be charged to the user with a one-hour minimum charge.
- The Public Works Department will perform pre-game maintenance only during normal working hours. Any work performed outside normal working hours will be billed accordingly at time and a half.
 - All preparation of the facility/amenities will be done by the Public Works Department ONLY.
 - If user requests facility alterations, arrangement will have to be made with the Public Works Department and billed out accordingly.
 - The amenities/facilities shall NOT to be tampered with, vandalized, or altered in any way.
 - The Public Works Department will make decisions regarding the availability/playability of the facility.
 - No pre-game maintenance will be performed without 48 hours advance notice when games are rained out.

SOCCER FIELD:

- If user requests field alterations, arrangement will have to be worked out with the Public Works Department and billed out accordingly.
- The Public Works Department will perform pre-game maintenance only during normal working hours. Any work performed outside normal working hours will be billed accordingly at time and one half.
 - All preparation of the facility/amenities will be done by the Public Works Department ONLY.
 - If user requests facility alterations, arrangement will have to be made with the Public Works Department and billed out accordingly.
 - The amenities/facilities shall NOT to be tampered with, vandalized, or altered in any way.
 - The Public Works Department will make decisions regarding the availability/playability of the facility.
 - No pre-game maintenance will be performed without 48 hours advance notice when games are rained out.
- NO reservations will be accepted for team practices.

BANDSHELL:

Please address the following and include additional sheets, if necessary, submit the agreement and any additional related materials when complete.

1. Description of the event.
□ _____
2. Anticipated crowd/attendance size.
□ _____
3. Are you proposing to serve any food or beverage? (If yes, please describe)
□ _____
4. Are there any specific lighting or sound needs? (If yes, please describe)
□ _____
5. Are there additional parking needs? (If yes, please describe)
□ _____

OFFICE USE ONLY
○ Date/Time of inspection: _____
○ Village representative Conducting Inspection: _____
○ Inspection Details: _____
○ Key Returned? _____
○ Returned Deposit _____
○ Other: _____

Failure of the user to observe any of the terms and conditions is cause for ejection from the premises at the discretion of the Public Works Manager, or his designated representative, no refunds will be made and, in such case, fines may be imposed depending upon circumstances.



RESERVATION/USAGE FEES:

Please see page 4 for a map of Lake Pacawa which identifies the reservable facilities/amenities as well as other park features.
Please check box below for all facilities/amenities you are requesting.

AMENITY/ FACILITY	RESERVATION FEE	FEE	Security Deposit
Soccer Field <input type="checkbox"/>	<ul style="list-style-type: none"> \$85 per game per field (Electricity is not available.) OR \$320 per day per field of (4) or more games. (Electricity is not available) 		
Baseball Diamond <input type="checkbox"/>	\$90 per game - Ball fields with all dirt infields		
Bandshell <input type="checkbox"/>	<ul style="list-style-type: none"> \$160 for 1-50 People \$185 for 51-100 People \$210 for 101+ People 	Additional security deposit required at the time of reservation: <ul style="list-style-type: none"> \$150 without the sound system \$300 with the sound system 	
Changing Room <input type="checkbox"/>	<ul style="list-style-type: none"> \$25 per day if rented with the bandshell \$55 per day if rented without the bandshell Additional \$50 security deposit required at time of reservation 		
Worzella Family Shelter <input type="checkbox"/>	<ul style="list-style-type: none"> \$190 for 1-50 People \$220 for 51-100 People \$250 for 101+ People 	Additional \$100 security deposit required at the time of reservation	

Fee: _____

Tax: _____

Total Fee Due: _____

Total Deposit Due: _____

Reservation Date: _____

Checks can be made to the Village of Plover. Two separate checks/payments are required, one for the total usage/reservation fee and one for the deposit (where applicable). All keys must be returned the next business day. Failure to return the key(s) will result in the forfeiture of the security deposit.

If damage occurs to any of the park/recreation facilities or grounds or if clean-up is inadequate, the security deposit will be held until restitution is made for labor and materials associated with the incident. The security deposit minus any applicable charges will be refunded within two weeks after the event once an inspection has been completed.

NONCOMPLIANCE CAN RESULT IN THE USER BEING PROHIBITED FROM USING THE FACILITIES.

The undersigned acknowledges the receipt of the Park Usage/Reservation Agreement and agrees that all activities undertaken as permit agreement holder and by all others in my party will be in accordance with the above agreement. All agreements, related documents, and fees can be submitted to the Village of Plover in person at 2400 Post Road, or by mail to PO Box 37, Plover WI 54467.

Organization: _____ Name: _____

Address: _____ Phone # _____

Lessee Signature: _____ Date: _____

OFFICE USE ONLY:

Issued by: _____ Date: _____ Key#(s) _____ Initials: _____

LAKE PACAWA PARK - RESERVABLE FACILITIES MAP:

