City of
ABBOTSFORD
Wisconsin's First City
P.O. Box 589 | 203 N. First St. | Abbotsford, WI 54405
Phone: 715-223-3444 | Fax: 715-223-8891
Website: www.ci.abbotsford.wi.us

SHORTNER PARK RENTAL APPLICATION

Contact Information:

Name:_____

Address:_____

Telephone Number:_____

Date Requested:_____

Will there be alcohol? YES or NO (circle one)

Park Rental Rates:

City of Abbotsford Residents: $100.00 Rental Fee with a $200.00 Security

Deposit. ( ) Enclosed is a check for the rental fee.

( ) Enclosed is a check for the security deposit.

( ) I am requesting exclusive use of the park

Please Note: According to City Ordinance 12-1-5; if you would like to **rent the entire park**, you must apply **14 days prior** to the date in which the exclusive use of the entire park is requested. Also, to hold the date the rental fee must be paid upon booking the date. The rental fee is a nonrefundable deposit.

You may not set up or enter the shelter prior to the rental date unless authorized by the City. If you do so without permission, your security deposit will be forfeited.

Keys must be picked up prior to 5:00 p.m. the Friday before the rental or you may forfeit a portion of your security deposit.

I understand the Security Deposit will be returned provided the key is returned by the next business day and the shelter is cleaned the of day rental. By signing this application I also agree that I have received a copy of the park rules.

_____ _____

Signature of Renter Date

PARK RULES

- Please dispose of your garbage in the dumpster provided. If there is no dumpster, please tie the garbage bags up and leave in the shelter, so animals will not get into them. The City Crew will dispose of them. Please ensure that there are garbage can liners in the cans at all times.

- NO Nails, NO Smoking, NO Tape on walls or celing

- If there is a spill, please clean it up; tables must be wiped down and floors swept/mopped

- Please pick up all garbage from the area utilized (If you have a piñata - we expect you will clean up all the pieces and candy wrappers. Our broom sticks are not acceptable to be used for piñatas; If the broom is broken or missing, your security deposit will be forfeited)

- Please lock everything up before leaving, including the windows and bathrooms. Please make sure toilets are flushed.
- Music must end by mid-night at you must be cleaned up an out of the park by 1:00 a.m.

- Everything must be cleaned before you leave the Park or your security deposit may be forfeited.

- If you fail to pick up the key prior to 5:00 p.m. on the Friday before your event, a portion of your security deposit may be forfeited.

We strive to provide a clean safe facility and hope you enjoy our Park system!

If you have any problems, please contact Jennifer at 715-613-6354 or the City on-call phone at 715-613-8008

You may also call the Colby/Abbotsford Police Department for assistance at 715-223-2313

ALCOHOL BEVERAGE LICENSE

_____ is hereby authorized to have alcohol in the City owned building and agree/acknowledge that there will be no illegal consumption of alcohol by minors.

_____
Tami Seefluth, Deputy Clerk/Treasurer
Jennifer Lopez, City Clerk/Treasurer

_____
Date