



Village of West Baraboo
 500 Cedar Street Baraboo, WI 53913
 Phone: (608) 356-2516 Fax: (608) 356-2441
villageofwestbaraboo.com

Village of West Baraboo Shelter Rental Contract

Availability: Please call the Village Staff for availability Monday – Friday 8am to 5pm at (608) 356-2516.

Reservation Time Available: Monday – Sunday: 8am to 9pm

Reservation Charges: Rental fees are paid at the time of reservation. Payment by check or cash only. Please return the completed contract and payment either in person at Village Hall or mail to Village Hall 500 Cedar St. Baraboo, WI 53913.

Rental fees are non-refundable and dates cannot be exchanged if cancellation occurs. The person who has reserved the shelter will be held responsible for any damage to the shelter and/or park areas. We appreciate your cooperation, and we hope you enjoy your day!

- Dayl Sorg Shelter (Hill Park): \$100.00*
- Ralph Blum Shelter (Haskins Park): \$100.00*
- Shelter (Village Forest Park): \$150.00
(with wet bar room an additional \$200 *refundable cash deposit)*

Conditions and Restrictions

- Access to bathrooms (it is suggested that you bring a small pitcher for filling coffee pots as the bathroom faucets are the only accessible water).
- Access to electrical outlets (there is also a serving shelf for crockpots/Nesco roasters, etc). Do not plug microwaves into outlets. There are 2 circuits, 20 amps each – Nesco’s use 8-10 amps, crock pots use 4-6 amps. Use outlets accordingly.
- If you move the tables, you must return them to their original locations when done.
- Refuse/recyclable containers are provided.
- No vehicles, including delivery vehicles, are allowed on the lawn.
- If you smoke please dispose of cigarettes properly.

*A security deposit in the amount of \$200 cash, must be submitted with this contract to reserve the Village Forest Park Shelter wet bar room. The deposit is refundable provided that the shelter is left clean and there is no damage to any furnishings, walls, floors, fixtures, or equipment. An exit checklist will be provided. Checklist must be completed and turned in with key. The security deposit shall be forfeited if the wet bar room key and checklist are not returned to the Village Hall by the following business day. Any costs incurred in repairing any loss or damage to the shelter or for cleaning the shelter after the rental, will be deducted from the deposit. Should damages exceed the deposit amount, the renter shall be responsible for any additional costs, including repair or replacement of any furnishings, walls, floors, fixtures, or equipment, which are damaged, lost, or stolen by the renter or the renter’s guests or invitees.

Rental Date: _____ **Receipt #:** _____

Renter Name: _____ **Phone #** _____

Address: _____ **Email:** _____

Estimated Attendance: _____ **Reservation Times:** _____ **to** _____

I have read this contract and agree to the conditions. I understand I will be charged additional fees if I fail to follow the conditions of this contract.

Signed: _____ **Date:** _____