



WIL-O-WAY FACILITY RENTAL APPLICATION

Check which facility you wish to rent:

(207 Lake Dr., South Milwaukee) **Grant Park:** _____

(10602 Underwood Pkwy., Wauwatosa) **Underwood Park:** _____

Type of Event: _____ Date of Event: _____

*** Time Needed: (Include any set up and clean-up time needed) From: _____ To: _____

Name of Group: _____ Estimated # of Participants: _____

Contact Name: _____ Daytime Phone/Cell: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

RULES AND POLICIES

Your occupancy is subject to all local municipal and county ordinances in addition to all rules and regulations governing parks and parkways. Your occupancy can be terminated immediately at the discretion of local law enforcement authorities and/or the Office for Persons with Disabilities if you misrepresent or violate the terms of the application, or when public safety is threatened. Cancellation of occupancy for cause will result in your forfeiture of all fees.

RESERVATION DEPOSIT & DAMAGE RETAINER/SECURITY DEPOSIT

Your date is reserved upon receipt of your completed application for facility rental and the **non-refundable** \$50 deposit. Your deposit will be returned if the facility has been reserved by someone else prior to receiving your check. The entire **balance is due 15 days prior (30 days if event is peak season)** to the event. In addition a **separate check or money order for \$150** should be sent with the balance as a damage retainer (security deposit). The damage retainer will be returned pending satisfactory facility inspection (damages and cleaning) after your event. Should there be damages exceeding \$150, you will be billed. *It is strongly advised that you do not print or send out invitations until you have received confirmation of rental.*

FOOD & ALCOHOLIC BEVERAGES

Have food prepared before delivery to the facility. Food preparation in the facility is prohibited. There is a refrigerator and oven available to keep food refrigerated or warm. You must bring your own pots, pans, serving dishes, utensils, cleaning products. At the end of your event, all food items & garbage must be taken out of building. Beer & wine are permitted however, if alcoholic beverages are being sold, you are subject to all municipal codes and permits. Check with the appropriate municipality. **Catering is available (see form).**

DECORATIONS

Use decorations that will not cause damage to the facility (you will be assessed additional charges for any damages). Use only fireproof decorations and affix them with removable masking tape. You are responsible to remove all decorations. **Prohibited Materials** include: tacks, nails, confetti-type materials.

*** SET-UP/TAKE DOWN/CLEANUP

All needed set-up and cleanup time must be included in your rental time. Renters are responsible for setting up tables & chairs and returning them to original location. Remove all decorations, tape, clear tables and counters of all perishables. You are expected to clean all surfaces (wipe down tables and spot mop floors), check bathrooms for trash and remove garbage from building. *You will be assessed additional clean up fee of \$30 per hour if this is not done.*

TEEN PARTIES/BANDS

You must meet special requirements for teen parties (events where most guests are under 21). You must have prior approval for bands to be at your event. Call 414-278-3930 for more information.

(over)

2012 RENTAL FEE: Up to 4 Hours (There is a 4 hour minimum charge)

Fee Owed

Peak Season: (May through September)

\$295 Milwaukee County residents; \$400 non-Milwaukee County residents,
\$200 for Disability Related Organizations & Key Card Members \$ _____

Number of Additional Hours _____ @ \$75 per hour \$ _____

Non-Peak Season: (October through April)

\$240 Milwaukee County residents; \$325 non-Milwaukee County residents,
\$180 for Disability Related Organizations & Key Card Members \$ _____

Number of Additional Hours _____ @ \$60 per hour \$ _____

OPTIONAL CHARGES

Kitchen Equipment

	Fee	Equipment Requested	
Oven, Stove & Microwave	included		\$ <u>0</u>
Refrigerator	included		\$ <u>0</u>
Coffee Pot (100 cup)	\$30	_____	\$ _____

Hall Equipment

Event Arch (Grant only)	\$25	_____	\$ _____
Fireplace	\$25	_____	\$ _____
Fireplace Wood	\$25	_____	\$ _____
Speakers and Microphone	\$15	_____	\$ _____
50" Plasma TV / DVD (use only)	\$35	_____	\$ _____
Chairs (180 are available)	included		\$ <u>0</u>
Tables, 22 (8'long x 3' wide) available	included		\$ <u>0</u>
Wi Fi	included		\$ <u>0</u>

Outdoor Equipment

Wading pool* (non-refundable) \$65 per hr # hours _____ \$ _____
* (Available weekends: June 19 – mid Aug: 2 hr min)

PLEASE SIGN ** _____ **Total Amount Due: \$** _____

** You must be 21 years old to rent facility

Will you have a band / DJ at your event? Yes: _____ **No:** _____ **Name:** _____

Catering: Contact Tom Ziech at Easter Seals at 262-953-2210 or thomasz@eastersealswise.com

Catering Menu: <http://bit.ly/aV2Zfm>

Deposit: A \$50 Non-Refundable Deposit is required to reserve your space. This should be mailed in with this application as soon as possible. The deposit will be credited towards your total rental fee.

Balance Due: Entire balance is due 15 days prior to the event (30 days in peak season).

Damage Retainer/Security Deposit: A separate refundable check for \$150 should be sent with the balance due. If no damage or clean-up charges are assessed, it will be returned within 14 days of receiving a facility inspection report.

Important Note: Staying past your contracted time must be deducted from your security deposit. The Park closes at 12AM (midnight) and renters should be prepared to leave the premises. Children need to be supervised during rental events. Renter will be assessed charges for broken equipment or damage to the building. If guests use the outside grounds, you are required to perform cleanup and garbage removal outside as well.

Capacity: 185 Crowd limits in the hall will be enforced.

Checks: Should be made payable to: **Milwaukee County Treasurer**

Mail: Office for Persons with Disabilities, Facilities Rental, 901 N. 9th Street, Room 307-B, Milwaukee, WI 53233

Questions: Call 414-278-3930