



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. **Charging admission at the facility for your event is not allowed.**

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 30 days prior** to the event. In addition a **separate check or cash for \$200 (\$300 for teen parties)** 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 the damage retainer amount, 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, etc. At the end of your event, all food items & garbage must be taken out of building. Beer, wine & champagne 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). Decorations need to be fireproof whenever possible. You are responsible to remove all decorations. **Prohibited Materials** include: tacks, tape, nails, and confetti-type materials. Please refer to the Facility Guidelines for more details.

*** 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, clear tables and counters of all perishables. You are expected to clean all surfaces used, check bathrooms for trash and remove garbage from building. Please refer to the Facility Guidelines for more details. *You will be assessed additional clean up fee of \$100 per hour if this is not done.*

TEEN PARTIES

For teen parties (events where most guests are under 21), appropriate level of adult supervision is required. The Sheriff's Department is notified of all teen parties taking place in the parks. Curfew laws must be followed.

Advertising / sharing your event on social media is not allowed.

(over)

2016 RENTAL FEE: Up to 4 Hours (There is a 4 hour minimum charge)

Fee Owed

Peak Season: (May through September)

\$350 Milwaukee County residents; \$450 non-Milwaukee County residents,
\$230 for Disability Related Organizations & Key Card Members

\$ _____

Number of Additional Hours _____ @ \$90 per hour

\$ _____

Non-Peak Season: (October through April)

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

\$ _____

Number of Additional Hours _____ @ \$75 per hour

\$ _____

OPTIONAL CHARGES

Kitchen Equipment

Oven, Stove & Microwave
Refrigerator
Coffee Pot (100 cup)

Fee
included
included
\$25

Equipment Requested

\$ 0
\$ 0
\$ _____

Hall Equipment

Fireplace & Wood (Fall to Spring Only)
50" Plasma TV/DVD (use only)
Speakers and Microphone
Chairs (180 are available)
Tables, 22 (8'long x 3' wide) available
Wi Fi

\$50
\$35
\$25
included
included
included

\$ _____
\$ _____
\$ _____
\$ 0
\$ 0
\$ 0

Outdoor Equipment

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

Optional Catering Service: Contact LilyWorks at 262-547-6821 - [LilyWorks Catering Service: Website / Menu](#)

Important Note: Renters are expected to follow all of the Wil-O-Way Facility Guidelines.

Capacity: 180 Crowd limits in the hall will be enforced.

Deposit: A \$50 Non-Refundable Deposit is required to reserve your space. The deposit will be credited towards your total rental fee.

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

Credit Cards: (Please circle appropriate card)

MasterCard **VISA**

Name on Card: _____

Acct. #: _____

Charge Authorized: \$ _____

Exp. Date: _____

Signature: _____

Sec. Code (3 digits): _____

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

Fax: 414-278-3939

Email: timothy.ochnikowski@milwaukeecountywi.gov

Questions: Call 414-278-3930