



# HOLLER PARK LODGE RENTAL APPLICATION

(5151 S. 6<sup>th</sup> Street, Milwaukee) Holler Park Lodge: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

\*\*\* Time Needed: (Include any set up and clean-up time needed) From: \_\_\_\_\_ To: \_\_\_\_\_  
(Time Limits: 10:00am – 9:00pm)

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 & county ordinances in addition to all rules & regulations governing the lodge, the parks & 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 30 days prior** 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 & 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). 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 returning tables & chairs 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 as well as outside grounds if used. *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**

**Rental Season:** (June 1 through September 30)

\$240 Milwaukee County residents

\$325 non-Milwaukee County residents

\$180 for Disability Related Organizations, Holler Park Neighborhood Association Members & Wil-O-Way Key Card Members

\$ \_\_\_\_\_

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

\$ \_\_\_\_\_

**OPTIONAL CHARGES**

**Kitchen Equipment**

**Fee**

**Equipment Requested**

Oven and Stove

included

\_\_\_\_\_

\$ 0

Microwave

included

\_\_\_\_\_

\$ 0

Refrigerator

included

\_\_\_\_\_

\$ 0

Coffee Pot (100 cup)

\$30

\_\_\_\_\_

\$ \_\_\_\_\_

**Lodge Equipment**

Chairs (100 are available)

included

\_\_\_\_\_

\$ 0

Tables (12 6' & 3 8' long rectangle)

included

\_\_\_\_\_

\$ 0

**PLEASE SIGN \*\*** \_\_\_\_\_

**Total Amount Due: \$** \_\_\_\_\_

\*\* You must be 21 years old to rent facility

**Additional Amenities**

Holler Park Swimming Pool, Contact 414-257-8005 or <http://bit.ly/dniCjr>

Catering Services, Contact Tom Ziech at Easter Seals at 262-953-2210 or [thomasz@eastersealswise.com](mailto:thomasz@eastersealswise.com)

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

**Will you have a band / DJ at your event? YES / NO Band: \_\_\_\_\_ DJ: \_\_\_\_\_**

**Name:** \_\_\_\_\_

**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 and security balance is due 30 days prior to the event.

**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 9PM 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.*

**Climate Comfort:** The lodge offers ceiling fans, NO heat and NO air conditioning.

**Wood Fireplace:** Use of the wood fireplace IS NOT ALLOWED.

**Capacity:** 75. Crowd limits in the lodge will be enforced. **Parking:** 25 Spaces available.

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

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

**Questions:** Call 414-278-3930

**Lodge Viewing:** Available Tuesday, Wednesday & Thursday, 11:00am – 5:00pm or by appointment. Call 414-482-0133.