

Pine Tree Park Rental Contract

Pine Tree Shelter and a lighted ball diamond are available for rental throughout the year.

Please call the Village Staff for availability at (920) 869-1011.

Daily Rental Time Available: Sunday – Thursday 7:00 a.m. – 10:00 p.m.
 Friday – Saturday 7:00 a.m. – Midnight

Rental Charges: Deposit fees are due upon reservation. Rental fees are due before the rental date with the following conditions: if paying by check, the village must receive the check at least 2 weeks in advance of the rental date, cash/money orders will be accepted at any time. You can fill out the contract and pay in person at the Village Office, or mail contract and payment to the Village Office at 2990 S. Pine Tree Rd, Hobart, WI 54155.

Deposit Stipulations: Deposits are refunded pending the cleanliness of the facility at the end of the day of your rental with approved inspection by Village staff. Deposits will be returned within 30 days after keys are returned. Deposits **will not** be returned if rental is cancelled, conditions are not met, or shelter is not properly cleaned.

Shelter Key Pickup/Drop-off: Keys to the shelter can be picked up at the Village Office the business day prior to the rental day during business hours, 8:00 a.m. – 5:00 p.m., and dropped back off at the same location the first business day after rental.

Rental Fees:	Please check which facilities you will be using:
Village of Hobart Residents:	<input checked="" type="checkbox"/> Park Deposit: \$175.00 <input type="checkbox"/> Pine Tree Shelter: \$40.00 <input type="checkbox"/> Baseball Diamond: Lighted = \$35.00; No lights = \$25.00
Non-Residents:	<input checked="" type="checkbox"/> Park Deposit: \$175.00 <input type="checkbox"/> Pine Tree Shelter: \$60.00 <input type="checkbox"/> Baseball Diamond: Lighted = \$45.00; No lights = \$35.00

Date of Rental: _____

Renter Name: _____ **Phone Number:** _____

Address: _____

Type of Event: _____ **# of Attendees:** _____

I have read this contract and agree to the conditions. I understand I will forfeit the deposit I paid if I fail to follow the conditions of this contract.

Signed: _____ **Date:** _____

Check # or Receipt #: _____

Cleaning Procedures:

- Must be completed the same day as rental or forfeit your deposit
- Renter is responsible for removal of all garbage from the facility which is generated from rental activities
- Place clean garbage bags in containers
- Sweep and mop the floor with water only – No chemicals – Leave squeezed out mops in mop bucket
- Removal of all decorations
- Empty refrigerator and freezer – Leave them plugged in
- Wipe and stack all tables and chairs
- Clean restrooms and kitchen
- Clean bathrooms using supplies in blue bucket only
- Clean up around the building
- Set thermostats to 55 degrees
- **Lock all doors and windows**
- Hose down concrete outside in picnic table area
- Report any breakage or repairs that are needed when returning keys

Conditions and Restrictions

- No pets allowed in park
- Renters, you must take all trash with you when you leave – Bags are provided
- Decorating is allowed with cellophane or masking tape – No glue, nails, tacks, staples
- No parking or driving on lawn
- **No parking in front of Fire Department doors at ANY time**
- No booyah kettles or other cookers with open fire
- No open fires allowed except in charcoal or gas grills
- No dumping of meat grease or cooking water on lawn or in toilets
- No fireworks allowed in park

Report any damage/issues below – attach pictures if available:
