



**TOWN OF LA POINTE
MADLINE ISLAND**

**P.O. Box 270
LA POINTE, WISCONSIN 54850**

PHONE: 715-747-6913
FAX: 715-747-6654
EMAIL: townhall@cheqnet.net
Or: info@townoflapointewi.gov
www.townoflapointe.wi.gov

PARK AND REC FACILITY RENTAL REQUEST FORM 2016

Rental Fees for the Following Facilities:

Shelters \$125.00/day (includes sales tax) Temporary Class "B"/"Class B" Retailers License: \$10.00
Rec Center Building \$125.00/day (includes sales tax) Food/Concession \$125.00 (includes sales tax)

Daily Rental Fees are NOT refundable

Refundable Security Deposit - \$125.00 (includes sales tax) for all Rentals

(see attached requirements for refunds)

PLEASE PAY RENTAL FEE AND SECURITY DEPOSIT WITH SEPARATE CHECKS.

- | | |
|--|---|
| <input type="checkbox"/> Rec Center Shelter (does <u>NOT</u> include ball field) | <input type="checkbox"/> Joni's Beach Picnic Shelter |
| <input type="checkbox"/> Rec Center Building (does <u>NOT</u> include ball field) | <input type="checkbox"/> Sale of Food/Concession/Beer |
| <input type="checkbox"/> Temporary Class "B"/"Class B" Retailers (Picnic) License (for the <u>sale</u> of beer and/or wine) | |
| <input type="checkbox"/> Big Bay Town Park Picnic Shelter (4 hour time limit - See attached Town of La Pointe Rental policy) | |

Organization Name: _____

Approximate Number of People Attending: _____

Contact Person: _____

(Person responsible for supervision during the event)

Mailing Address: _____

Phone Number: _____

E-Mail Address: _____

(not required)

**Dates Requested: _____

Times Requested: _____

Activity Planned: _____

I agree to abide by the attached Park and Rec Facility Rental/Use Policy.

Signature

Date

Nothing in this declaration or in the issuance of the permit will create any liability for the Town of La Pointe to either the owners or the renters of the subject property.

Town Hall Use

Date Request Received: _____ ** Marked on calendar? _____

Rental fee(s) paid: _____ Deposit fees paid: _____

Temporary Class "B"/"Class B" Retailers License needed? _____ Date approved by Town Board: _____

Authorization for Deposit refund: _____

Comments: _____

TOWN OF LA POINTE RENTAL POLICY *All rentals are first come, first served*

Rec Center Building and Shelter:

Anyone renting the Recreation Center Building must contact the Town Foreman at (715) 747-6855 to make arrangements for getting the Rec Center key and returning the Rec Center key. Please contact the Town Foreman at least one week prior to the event.

The Rec Center Building and Shelter are **not available** during the summer months (second week in June until the last week in August) for the Rec Center Program which runs Monday—Friday 8:30am—3:30pm. The Rec Center Building and Shelter are available for rental after 3:30 pm Monday—Friday as well as all day Saturday and Sunday.

The Rec Center Building and Shelter are **not available** for rental for the following annual events:

Graduation (generally held the first or second Sunday of June); In Line Skate Event the third Saturday in June;

JFD Bikers - the weekend after Father's Day; Emergency Services Fundraiser - Fourth of July;

Star Bar Softball Tournament - second Saturday and Sunday in August; Fall Fest - third Saturday in October.

The Recreation Center building has inside and outside bathrooms, a central room for about 50 people, a small kitchen area with a non-commercial refrigerator and microwave oven. There is no stove and no sink in the kitchen area. The Shelter area has charcoal/wood grills available and picnic tables that will seat about 50 people. There are electrical outlets for the shelter and building.

A reservation of the Rec Center Shelter or Building does not guarantee exclusive use of the baseball field, tennis courts or playground area. Please be aware the ball field is used extensively for Men's and Women's baseball and softball games as well as Little League and Soccer games.

Please call the Town Hall at 715-747-6913 to request an application to reserve the Rec Center Shelter and/or Grounds. The application is also available on the Town website: townoflapointe.com.

Joni's Beach Shelter

Please note that this is a public beach so rental reservations do not guarantee exclusive use of the area or the beach.

Rental reservations are not allowed after 10:00pm. No overnight camping is allowed at Joni's Beach.

Small charcoal/wood picnic grills available, picnic tables, room for about 25-30 people.

Please contact the Town Foreman (715)747-6855 to request electric service.

Please call the Town Hall at 715-747-6913 to request an application to reserve the Joni's Beach shelter or email townhall@cheqnet.net or download the application from the Town's website: townoflapointe.com.

Shelter at Big Bay Town Park*:

Please note that this is a campground so rental of the shelter does not guarantee exclusive use of the campground area around the shelter. Rental reservations are not allowed after 10:00pm.

There is an outlet box with four plug ins. No lights. 2 large and 2 small charcoal/wood grills. Picnic tables. Room for about 50 people. Fireplace.

***Availability is restricted to one (1) 4 hour reservation/day to ensure access and use by campers and the public.**

If you are a camper and wish to reserve the shelter at Big Bay Town Park no fees will be charged but you will need to fill out an application in order to reserve the shelter. Applications are available at the Town Park Building or on the Town website: townoflapointe.com. Reservations can also be made by calling the Town Hall at 715-747-6913 or emailing: townhall@cheqnet.net or info@townoflapointewi.gov. Though no deposit fees are charged to campers renting the shelter, kindly keep in mind the following:

All Rentals:

The Town of La Pointe Roads or Parks Departments will inspect each site after a scheduled reservations.

Groundskeepers will look for the following items to be completed. Please ensure these are completed before the end of your event or your security deposit will be deducted \$26.37 (*includes sales tax*) for each item not completed.

___ Garbage placed in appropriate containers.

___ Decorations removed

___ Tables cleared of debris and put back in their original location

___ Litter picked up.

___ Key for the Rec Center Building returned to Town Foreman

Destruction of property will not be tolerated.

Excess Clean Up Costs will be assessed per Chapter 347:Section 347-10(K)

Any person or group using Town of La Pointe property that engages in either excessive or abusive alcohol consumption or any type of disorderly or destructive behavior will not be allowed to use the property in the future.