

case, the security deposit will be retained and fines may be imposed depending upon circumstances.

7. The Village of Plover, its employees and agents or representatives will not be responsible for injury, loss, or damages that may occur. The Lessee, on signing the Shelter House Rental Agreement, expressly releases the aforementioned from any and all claims, such loss, damage, or injury.
8. Parking beyond posted areas is prohibited except to drop off supplies. Illegal parking is subject to a fine and law enforcement personnel will enforce this policy. Driving or parking on any turf area is prohibited.
9. Written authorization from the Village of Plover must be obtained prior to anything being moved or removed from the building or grounds. Grounds consist of land adjacent to the lodge. *Absolutely no cutting of trees within any Village parks.*
10. **Absolutely no fires** (including camp fires) are allowed within

any parks in the Village of Plover.

11. Alcoholic beverages shall not be **SOLD**.
12. Shelter house hours, kitchen area, restroom facilities, activity and open-roofed area are 10:00am-11:00pm. Use prior to 10:00am **IS NOT PERMITTED**. The shelter house is to be cleaned by user, on the day of their event, **BEFORE LEAVING at 11:00pm**.
13. Loss of power, water, or failure of sewage pump does not warrant refund of rental fee.
14. Absolutely no fence posts, volleyball stakes, tent stakes, or stakes of any kind shall be used anywhere within the park.
15. Refunds for cancellation of reservations will be made up to 45 days prior to the reservation date. **CANCELLATIONS WITH LESS THAN A 45 DAY NOTICE WILL RESULT IN FORFEITURE OF FULL DEPOSIT.**
16. **MAXIMUM CAPACITY - 250**  
IN CASE OF EMERGENCY CALL:  
POLICE 911, 345-5255 OR 346-1400;  
PUBLIC WORKS DEPT. 345-5257 OR  
Monday-Friday, 7:30am to 4:30pm  
VILLAGE OFFICES 345-5250



# **WORZELLA PINES SHELTER HOUSE INFORMATIONAL SHEET**

**For additional information on the Shelter House, please contact the Village offices at 715-345-5250, Monday through Friday 7:30a.m. to 4:30p.m.**

- ▶ The Worzella Pines Rental Agreement covers rental of the shelter kitchen area (stove and refrigerator included) and canopy area with overhead doors only!!!
- ▶ The restrooms and picnic tables located outside remain open for public use!
- ▶ Decorating the shelter house and/or storage of any items (i.e., food or beverages, supplies, etc.) shall only take place on the day of the rental after 10:00a.m.

**ABSOLUTELY NO  
nails or staples should be  
used on picnic tables, ceilings,  
doors, or walls!!!!**

**SHELTER HOUSE  
RULES/RESTRICTIONS**

The following are rules and restrictions for Worzella Pines Shelter House:

1. The Shelter House is available for rental after January 1<sup>st</sup> of each year. Reservations must be made in person at the

Village Municipal Center, 2400 Post Road.

2. A separate security deposit of **\$100.00** is required to reserve the date for rental of the shelter house and must be paid at the time of rental. If damage occurs to the building or grounds or if clean-up is inadequate, the deposit will be held until restitution is made. Lessee or their agents must not injure or deface the walls or floors of the building, play-ground equipment, or the park grounds. Damage to property and/or clean-up charges will be for all labor and materials associated with the incident.
3. Payment of the **\$152.98** rental fee **per day** (includes 5.5% tax) shall be non-refundable, except as may be hereinafter otherwise provided.
4. **Keys cannot be checked out more than three days prior to event.** Keys should be returned no later than the day after use (weekend users must return keys on the following Monday).
5. Cleaning equipment shall be provided by the Village (broom, dust pan, mop, and bucket) and

the user is responsible for any damages to and/or missing cleaning equipment; all supplies shall be provided by the user (this includes garbage bags). Refrigerator and stove are to be cleaned and wiped inside and out. All items must be removed from both appliances. Floors are to be swept and mopped; restrooms cleaned; lights turned off after use; doors locked; food and decorations removed; table tops washed and rinsed and the outside area free of litter. Please have “bagged” garbage on the street side of the shelter house.

**RECYCLING IS MANDATORY!**

6. The Public Works Dept. holds the right to stop activities in the event such activities are detrimental to the overall use of the park or shelter house. Failure of the user to observe any of these terms and conditions is cause of ejection from the premises at the discretion of the Public Works Manager, or his designated representative, and in such

# #1

RENTAL DATE: \_\_\_\_\_

## Worzella Pines Shelter House Rental Agreement

This agreement covers rental of the kitchen area and canopy area with overhead doors only!!! The restrooms and picnic tables located outside remain open for public use! Decorating the shelter house and/or storage of any items (i.e. food or beverages, supplies, etc.) shall only take place on the day of the rental beginning at 10:00a.m. Absolutely no nails or staples should be used on picnic tables, ceilings, doors or walls.

1. **Keys cannot be checked out more than three days prior to event by the Lessee. Keys should be returned no later than the day after use (weekend users must return keys on the following Monday). Non returned keys will result in forfeiture of \$100.00 security deposit.**
2. **A separate security deposit of \$100.00 is required to reserve the date for rental of the shelter house and must be paid at the time of rental. If damage occurs to the building or grounds or if clean-up is inadequate, the deposit will be held until restitution is made. Lessee or their agents must not injure or deface the walls or floors of the building, playground equipment, or the park grounds. Damage(s) to property and/or clean-up charges will be for all labor and materials associated with the incident.**
3. Payment of the \$152.98 rental fee per day (including taxes) shall be non-refundable, except as may be hereinafter otherwise provided.
4. Cleaning equipment shall be provided by the Village (broom, dust pan, mop and bucket) and the user is responsible for any damages to or missing cleaning equipment; all supplies shall be provided by the user (including garbage bags). Refrigerator and stove are to be cleaned and wiped inside and out. All items must be removed from both appliances. Floors are to be swept and mopped, restrooms cleaned, lights turned off after use, doors locked, food and decorations removed, table tops washed and rinsed and the outside area free of litter. Please leave "bagged" garbage on the street side of the shelter house. **RECYCLING IS MANDATORY!**
5. The Public Works Department holds the right to stop activities in the event such activities are detrimental to the overall use of the park or shelter house. Failure of the user to observe any of these terms and conditions is cause for ejection from the premises at the discretion of the Public Works Manager, or his designated representative, and in such case, the security deposit will be retained and fines may be imposed depending upon circumstances.
6. The Village of Plover, its employees and agents or representatives will not be responsible for injury, loss or damages that may occur. The Lessee, on signing this agreement, expressly releases the aforementioned from any and all claims, such loss, damage, or injury.
7. Parking beyond posted areas is prohibited except to drop off supplies. Illegal parking is subject to a fine and law enforcement personnel will enforce this policy. Driving or parking on any turf area is prohibited.
8. Written authorization from the Village of Plover must be obtained prior to anything being moved or removed from the building or grounds. Grounds consist of land adjacent to the lodge. **\*\*ABSOLUTELY NO CUTTING OF TREES WITHIN ANY VILLAGE PARKS\*\*.**
9. **ABSOLUTELY NO FIRES (INCLUDING CAMP FIRES) ARE ALLOWED WITHIN ANY PARKS IN THE VILLAGE OF PLOVER.**
10. Alcoholic beverage shall not be **SOLD**.
11. Shelter house hours, kitchen area, restroom facilities, activity and open-roofed area are 10:00a.m.-11:00p.m. Use prior to 10:00a.m. **IS NOT PERMITTED.** The shelter house is to be cleaned by user on the day of the event **BEFORE LEAVING** at 11:00p.m.
12. Loss of power, water, or failure of sewage pump does not warrant refund of rental fee.
13. Absolutely no fence posts, volleyball stakes, tent stakes, or stakes of any kind shall be used anywhere within the park.
14. For all large gathering/events, the user is responsible for all necessary Village of Plover permits & requirements.
15. Refunds for cancellation of reservations will be made up to 45 days prior to the reservation date. **CANCELLATION WITH LESS THAN A 45 DAY NOTICE WILL RESULT IN FORFEITURE OF FULL SECURITY DEPOSIT.**

**PER THE STATE OF WISCONSIN OCCUPANCY CODE; A MINIMUM OF ONE EVERHEAD DOOR ON BOTH THE EAST AND WEST SIDES OF THE BUILDING MUST REMIAN OPEN AT ALL TIMES WHEN THERE IS ANYONE OCCUPYING THE BUILDING. FAILURE TO FOLLOW THIS CODE MAY RESULT IN A CITATION.**  
**MAXIMUM CAPACITY – 250 PEOPLE.**

APPLICANT ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

PHONE #: \_\_\_\_\_ DATE: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_ NUMBER OF PARTY: \_\_\_\_\_

Security Deposit **\$100.00** Rcvd: \_\_\_\_\_ Key Issued by: \_\_\_\_\_

Rental Fee **\$152.98** Rcvd: \_\_\_\_\_ Key #: \_\_\_\_\_

The undersigned acknowledges the receipt of the "Worzella Shelter House Rental Agreement" less restrooms and agrees that all activities undertaken as permit agreement holder and by all others in my party will be in accordance with the above agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IN CASE OF EMERGENCY CALL:**

**POLICE 911 OR 345-5255; OR 346-1400; PUBLIC WORKS DEPARTMENT 345-5257 OR 345-5250  
VILLAGE OF PLOVER ♦ 2400 POST ROAD ♦ PO BOX 37 ♦ PLOVER, WI 54467 ♦ (715) 345-5250**