Date Rental Fee Paid _____
Fee Posted on Computer _____
Amt. Received $ _____
Date of Sec. Deposit Refund Request_____
Batch Number _____

CITY OF STURGEON BAY PARK & RECREATIONAL
FACILITIES REQUEST FOR USE FORM

Name of individual or group requesting use: _____

Contact person (s):_____

Address: _____

Phone Number: _____ _____
(Home) (Work)

What facilities are requested: Otumba Sunset Sawyer Cherry Blossom

When needed: (Please include any additional set-up and clean up time)

Date & time: _____

Number of people using facility: ___ Under 100 ___ 101-200 ___ Over 201

FEES:	City Resident	Non-Resident
Group of 100 or less	$ 31.65	$ 52.75
Group of 101-200	$ 42.20	$ 63.30
Group of 201 or more	$116.05	$ 232.10

PLUS a $50.00 refundable security Deposit. Checks payable to: City of Sturgeon Bay

Describe nature of event: If large event - (over 100 people, please describe or diagram layout of area to be used:

Will alcohol be served (Separate permit is required from City Hall-$5.00) _____

What arrangements have been made for clean-up, during and after event?

_____

Are there any special hook-ups for equipment, instruments, etc. which need to be made or used and who is handling this?

_____

Have you received and signed the hold harmless agreement? _____

Applicant Signature: _____
Date: _____