

Date Rental Fee Paid: _____
Amount Received: _____
Fee Posted on Computer: _____

2014

CITY OF STURGEON BAY PARKS & RECREATION DEPT.
835 N. 14th AVE., STURGEON BAY, WI 54235
(920) 746-2914 7:00 a.m. to 3:30 p.m. weekdays

FACILITIES REQUEST USE FORM

Name of individual or group requesting use: _____

Contact person (s): _____

Address: _____

Contact Phone Number: _____

Send security deposit refund to: _____

What shelter is requested: Otumba Sunset Sawyer Cherry Blossom Martin

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:	<u>City Resident</u>	<u>Non-Resident</u>
Group of 100 or less	\$ 58.03	\$ 81.24
Group of 101-200	\$ 87.57	\$ 99.17
Group of 201 or more	\$174.08	\$ 301.73

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

Note: It may take up to 4 weeks for the security deposit to be returned.

Any cancellations must be received at least 4 weeks before event.

PLEASE NOTE: SECURITY DEPOSIT REFUND WILL BE RETURNED ONLY AFTER PAVILLION IS PROPERLY CLEANED AND NO DAMAGE HAS OCCURRED. _____

(Please Initial)

Describe nature of event:

Will alcohol be served? (Separate permit is required from City Hall) _____
421 Michigan St., 8:00 to 4:30 weekdays

Will you need the outside water spickets turned on? (The water fountain and bathroom water is already turned on) _____yes _____no

Applicant Signature: _____

Date: _____