

Date Rental Fee Paid: \_\_\_\_\_  
Amount Received: \_\_\_\_\_  
Fee Posted on Computer: \_\_\_\_\_

# 2016

**CITY OF STURGEON BAY PARKS & RECREATION DEPT.**  
**835 N. 14<sup>th</sup> 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: \_\_\_\_\_

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

| <b>FEES:</b>         | <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           |

**Checks payable to: City of Sturgeon Bay**

**Note: Any cancellations must be received at least 2 weeks before event. If a 2 week cancellation is not received the rental fee will not be returned.**

**PLEASE NOTE: IF ANY DAMAGES OCCUR AS A RESULT OF YOUR EVENT AT THE PARK PAVILION, YOU WILL BE BILLED FOR ANY LABOR AND MATERIALS USED FOR REPAIRS.** \_\_\_\_\_ (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

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Applicant Signature: \_\_\_\_\_  
Date: \_\_\_\_\_