



GAZEBO RENTAL PERMIT

The Village of Elm Grove Recreation Dept. | 13600 Juneau Blvd. | (262)-782-6700

Applicant's Name: _____ **Telephone #:** _____

Address: _____ **City/Zip:** _____

Email Address: _____

Nature of Activity: _____

Are you currently a resident of the Village of Elm Grove? **Yes** **No**

	DATE REQUESTED	TIME REQUESTED	RESIDENT FEE	NON-RES. FEE
PAVILION (≤75 PEOPLE)			\$105.00 + tax	\$157.50 + tax
PAVILION (76-150 PEOPLE)			\$165.00 + tax	\$247.50 + tax
GAZEBO (≤50 PEOPLE)			\$50.00 + tax	\$75.00 + tax

GAZEBO/PAVILION RENTAL RULES & POLICIES

Reservations must be made in person at the Village Hall. Reservations are made on a first come, first serve basis. Volleyball courts must be reserved separately. Reservations for non-residents begin the first working day in May.

- Cancellation Policy: Cancellations must be made 7 business days in advance.
- If alcohol is served, a permit must be obtained at Village Hall during normal business hours.
- You may not DRIVE OR PARK on the grass or pathways. A push cart may be picked up from the pool house to assist you in bringing supplies to the gazebo/pavilion.
- Music volume must be kept to a respectable level.
- Dogs and other domestic animals are not allowed in the gazebo/pavilion area.
- Fires are permitted in grills only.
- Restrooms are located on the parking lot side of the pool house.
- Pick-up any garbage or litter created by your group.
- Obey all Village ordinances.
- Tents may be erected only with the prior approval of the Recreation Director.
- Keep a copy of your permit and fee receipt to prove reservation of the area.
- The park closes at 11:00 pm; groups must leave accordingly.
- If the Village needs to repair any damage or clean-up after your gazebo rental, you will be billed accordingly.
- Contact the Recreation Director at Village Hall @ (262)782-6700 or pool house @ (262)782-6940 with any questions or concerns.

All individuals/organizations must abide by all rules, policies and ordinances that govern the Village Park. Any deviation from these terms may result in the termination of the agreement and forfeiture of the reservation fee. Failure to follow any applicable rules, policies or ordinances can result in the termination of the event and denial of future requests. Recognizing the possibility of physical injury associated with gazebo/pavilion use, I hereby release, discharge and otherwise indemnify the Village of Elm Grove and it's affiliates, sponsors, their employees and associated personnel, against any claim by or on behalf of the facility users as a result of participation or use of this space, area or facility.

Signature of Applicant: _____ **Date:** _____

For office use only

Date Received: _____

Received By: _____

Approval Granted Yes No

Paid by: Check Cash

Rental Fee: _____

+ Applicable Taxes _____

Total \$: _____

Refunds will only be given if the Village is able to rent the gazebo/pavilion, minus a \$10.00 administrative fee.