



STERR PARK PAVILION RESERVATION

Pleasant Hill Avenue, Lomira WI 53048

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Hours Park will be in use: \_\_\_\_\_ Approximate # of People in Group: \_\_\_\_\_

Nature of Rental: \_\_\_\_\_

Will Alcohol be: Served? Yes or No Sold? Yes or No If sold, please see #9 on reverse side.

The signed renter will assume total responsibility for any alcohol consumption associated with the rental of the facility. Individuals for groups renting the park will be held responsible for the conduct of the people admitted to their activity.

The Village of Lomira, or any of its officers, agencies or employees will not be responsible for injuries, loss or damage to personal property occurring as a result of any activity being conducted on Village property.

Violation of any segment of this policy and/or Village ordinance will be just cause for the denial of future reservations of park facilities and additional charges if necessary. Rowdy behavior or disturbances will be just cause for immediate cancellation of the activity by the local police department. (ONE WARNING WILL BE GIVEN BEFORE CANCELLATION.)

I certify, by my signature, that I have received, read (both sides of this document) and understand the conditions for the rental of the Park facilities and agree to abide by the conditions, rules and regulations stated therein, and that the above information is accurate.

\_\_\_\_\_  
Renter's Signature (Must be over 18 years old)

Once completed, return this page and the rental fee to: Village of Lomira  
Attn: Jenna Rhein, Clerk  
425 Water Street  
Lomira, WI 53048

Please call (920) 269-4112 option 4 with any questions or concerns.

This section for Clerk's Office Use Only:

Date Paid: \_\_\_\_\_ Cash/Check#: \_\_\_\_\_

CC: Village Clerk, Lomira Police Dept,  
Lomira Public Works Dept.

## Sterr Park Policies

1. **Fees:** All fees are payable in advance, with no refunds or credits applied. Lomira school events, either licensed public or private, are free of charge.
2. **Keys:** If keys are required for your event, you may pick up the keys as early as the Wednesday before your event and return them the business day following your event. Keys need to be picked up and returned in the Clerk's office. If you forgot to pick up the keys prior to your event and it is after normal office hours, please contact the Lomira Police Department non-emergency at 920-269-4900 and they will get ahold of the clerk to assist you.
3. **Park admittance:** When you reserve the park, you are reserving it for a specific date. This is the only date you are entitled to use the shelter. You may not decorate, store items or utilize the park prior to the date you have it reserved. For those requiring keys, the pick up date for the keys can be as early as the Wednesday prior to the event. However, this doesn't mean that you are entitled to use the park prior to 6am on your reservation date. Items for use and/or consumption may not be delivered to the park prior to the reserved date and time specified on the agreement. Deliveries of any items must not be done unless the renter is there to receive the items.
4. **On the day of your event:** Take this permit with you to the park on the day of your event. The office reserves to one party per day. If someone is using the park when you arrive, politely tell them that you have it reserved, show them this permit, and ask them to leave. If they refuse to leave, notify the Lomira Police Department immediately at 920-269-4900 (non-emergency number).
5. **Park hours:** Village parks are open 7 days a week, 8am to 11pm. You are not allowed in the park prior to or after these hours unless prior written approval is granted by the Board of the Village of Lomira. Board meetings are the second and fourth Wednesday of each month.
6. **Reservation changes:** You may change the date reserved prior to your event, depending upon availability, by contacting the Clerk's office. All reservations are taken on a first come, first serve basis with exception of school, Village organizations and other annual schedules.
7. **Inclement weather:** If your event was cancelled due to weather conditions, you may secure another permit by contacting the Clerk's office the business day following your event for no additional charge. The rescheduled reservation date must fall within one calendar year from the original date.
8. **Insurance:** If, in the opinion of the Village Board, you may be required to show proof of liability insurance. If your organization is inviting the general public to be spectators or participants, or you will be selling concessions to the public, you may be required to present a Certificate of Insurance in the amount of \$300,000 bodily injury and \$100,000 property damage; or \$300,000 single limit for bodily injury and property damage combined for liability requirements. Whenever possible, the Village of Lomira should be named as an added insured. The Certificate of Insurance is due in the office ten days prior to your event. The permit may be denied if proof of the license is not provided and was required by the Village Board.
9. **Alcoholic beverages:** A permit is not needed to consume alcoholic beverages at your event. However, if you will be selling alcoholic beverages to the public, you will be required to apply for and obtain a "Temporary Class B (picnic) Beer and Wine License" from the Village Clerk's office and obtain the proper Certificate of Insurance (see #8 above). You will need to apply for the temporary license a minimum of four weeks prior to your event. Proof of the license and insurance is due in the office ten days prior to your event. The permit may be denied if proof of the license is not provided. Individuals for groups renting the facilities will be held responsible for the conduct of the people admitted to their activity.
10. **Tents/Stakes:** Because of underground electric throughout the parks, anything to be driven into the ground requires prior contact with Diggers Hotline at (800) 242-8511 for line location. The Department of Public Works must be notified prior to calling Diggers Hotline. This must be done five days prior to your event.
11. **Clean up:** Come prepared to clean the park area by bringing necessary cleaning supplies. The park is expected to be neat, clean (please leave the park as clean, if not cleaner, than it was when you arrived) and damage free upon the conclusion of your event. Any clean up and/or repair costs will be assessed to the permit signer. Any materials or equipment belonging to the renter must be removed from the facility and the grounds at the conclusion of the activity unless written permission had been granted to store it.
12. **Garbage:** Come prepared to clean the park area of debris by bringing sturdy garbage bags. All debris must be placed in the dumpster located near the pavilion upon conclusion of your event. Do not put hot coals from grilling in the dumpsters or garbage bags. Any clean up costs will be assessed to the permit signer.
13. **Appearance:** No changes in the physical appearance of any park shall occur, including placing nails in woodwork. Damages will be assessed to the permit signer.
14. **Grilling:** When done grilling, let coals burn down themselves. Do not dispose of hot coals in the dumpsters or garbage bags.