

Four Seasons Park Rental Contract

Four Seasons Shelter is available for rental throughout the year.

Please call the Village Staff for availability Mon – Thur 7:30a - 4p & Fri 7:30a - 11a at (920) 869-1011.

For assistance after hours, please call the Public Works Emergency Number at (920) 869-3045.

Daily Rental Time Available: Sunday – Thursday 7:00am – 10:00pm **You can only access the shelter on the date you have rented. No prior entry for setting up.**
 Friday – Saturday 7:00am – Midnight

Rental Charges: Deposit and rental fees are due upon reservation. You can fill out the contract and pay in person at the Village Office or mail contract and payment to the Village Office at 2990 S. Pine Tree Rd, Hobart, WI 54155.

Deposit Stipulations: Deposits are refunded pending the cleanliness of the facility at the end of the day of your rental with approved inspection by Village staff. Deposits will be returned within 30 days after the keys are returned. Deposits **will not** be returned if rental is cancelled; conditions are not met; renter forgets to pick up, return, or loses key; renter enters shelter outside of rental date; or shelter is not properly cleaned.

Shelter Key Pickup/Drop-off: Keys to the shelter can be picked up at the Village Office the business day prior to the rental day during business hours, Mon-Thur 7:30am – 4:00pm & Fri 7:30am-11am, and returned to the Village Office the first business day after the rental.
***IN THE EVENT YOU SHOULD FORGET TO PICK UP YOUR KEY OR LOSE THE KEY, PLEASE CALL 920-869-3045 FOR ACCESS.**
NOTE: THIS WILL RESULT IN FORFEITURE OF YOUR ENTIRE DEPOSIT

Rental Fees: Please check which facilities you will be using:
 Village of Hobart Residents: Shelter Deposit: \$175.00
 Four Seasons Park Shelter Rental: \$110.00

Non-Residents: Shelter Deposit: \$175.00
 Four Seasons Park Shelter Rental: \$135.00

Date of Rental: _____

Renter Name: _____ **Phone Number:** _____

Address: _____

Renter Email Address: _____

Type of Event: _____ **# of Attendees:** _____

Shelter Occupancy is 75 people.

There are 18 tables and 100 chairs available for use.

Report any damage/issues to village staff immediately following your rental. You may let staff know in person when returning the keys or send an email to hobart@hobartwi.gov with your comments and/or photos.

Cleaning Procedures:

MUST BE COMPLETED THE **SAME DAY** AS RENTAL OR **FORFEIT** YOUR DEPOSIT

- Renter is responsible for removal of all garbage and recycling from the facility which is generated from rental activities. **Must take with you.**
- Replace clean garbage bags in all garbage & recycling containers (bags are provided)
- Sweep and mop the floor with water only – **No Chemicals**
Leave squeezed out mops in mop bucket (broom, mop & bucket provided)
- Removal of all decorations & tape
- Empty refrigerator and freezer – Leave them plugged in
- Wipe and stack all tables and chairs –
Please stack the white tables on top of the wood tables
- Clean kitchen (including oven/stove, refrigerator, freezer, microwave, counters & sinks)
(Bring your own dish soap, dish cloths and cleaning cloths)
- Clean bathrooms using cleaning product supplies in cabinet inside of Mechanical Room (Must clean toilets and sinks)
- Clean up around the building – Put shelter balls back on shelf, pick up litter, sweep concrete if needed, hose off concrete if needed using hose in Mechanical Room
- There is **no air conditioning system**; if you adjust the heat, please set the thermostat **back to 55 degrees**

LOCK ALL DOORS AND WINDOWS!

Failure to do so, is automatic forfeiture of entire deposit

Conditions and Restrictions

- Dogs are NOT allowed in park except on the trail, and they MUST be leashed
- Decorating is allowed with scotch, masking or painters tape – No glue, nails, tacks, staples or duct tape
- No parking or driving on grass
- No booyah kettles or other cookers with open fire
- No open fires allowed except in charcoal or gas grills
- No dumping of grease in sinks, toilets or on grounds
- No fireworks allowed in park at any time
- No entering shelter outside of rental date (deposit will be forfeited)

We hope you enjoy FOUR SEASONS PARK in Hobart!

I have read this contract and agree to the conditions. I understand I will forfeit the deposit I paid if I fail to follow the conditions of this contract.

Signed: _____ **Date:** _____

PAYMENT: Resident - \$285 Non-Resident - \$310

Cash Card Check # _____ Payment Date: _____