

Four Seasons Park Rental Contract

Four Seasons Shelter and Sport Fields are available for rental throughout the year.
 Please call the Village Staff for availability Monday – Friday 7:30am to 4:00pm at (920) 869-1011.
 For assistance after hours, please call the Public Works Emergency Number at (920) 655-3110.

Daily Rental Time Available: Sunday – Thursday 7:00am – 10:00pm
 Friday – Saturday 7:00am – Midnight

Rental Charges: Deposit fees are due upon reservation. Rental fees are due before the rental date with the following conditions: if paying by check, the village must receive the check at least 2 weeks in advance of the rental date, cash/credit will be accepted at any time. 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 key / loses key 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, 7:30am – 4:00pm, and dropped back off at the same location the first business day after the rental.**
***IN THE EVENT YOU SHOULD FORGET TO PICK UP YOUR KEY OR LOSE THE KEY, PLEASE CALL 920-655-3110 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
 Field Rental: \$30.00
 Non-Residents: Shelter Deposit: \$175.00
 Four Seasons Park Shelter Rental: \$135.00
 Field Rental: \$30.00

Date of Rental: _____

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

Address: _____

Renter Email Address: _____

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

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: \$175 Deposit _____ \$110 Resident / \$135 Non-Resident Shelter Fee _____

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
- 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
- Set thermostat **back to 55 degrees** when leaving during cold weather. There is **no air conditioning system**, system is set to **OFF** in warm weather.

LOCK ALL DOORS AND WINDOWS!

Failure to do so, is automatic forfeiture of entire deposit

**Thank you for your help in keeping our shelter and the grounds
clean for all to enjoy!**

Conditions and Restrictions

- Dogs are NOT allowed in park except on the trail, and they MUST be leashed
- Renters, you must take all trash and recycling with you when you leave – Bags are provided
- 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

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@hobart-wi.org with your comments and/or photos.

**We hope you enjoy
FOUR SEASONS PARK in Hobart!**