

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 on Saturday/Sunday, 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/money orders 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 keys are returned. Deposits **will not** be returned if rental is cancelled, conditions are not met, 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 rental.

Rental Fees:

Village of Hobart Residents:

Please check which facilities you will be using:

- Shelter Deposit: \$175.00
- Four Seasons Park Shelter Rental: \$110.00
- Baseball Diamond Rental: \$35.00
- Soccer Field Rental: \$30.00

Non-Residents:

- Shelter Deposit: \$175.00
- Four Seasons Park Shelter Rental: \$135.00
- Baseball Diamond Rental: \$35.00
- Soccer Field Rental: \$30.00

Date of Rental: _____

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

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:** _____

Check # or Receipt #: _____

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
- Sweep and mop the floor with water only – **No Chemicals**
Leave squeezed out mops in mop bucket
- 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)
- Clean bathrooms using supplies in cabinet inside of Mechanical Room (toilets & 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 with you when you leave – Bags are provided
- Decorating is allowed with cellophane or masking tape – No glue, nails, tacks, staples
- No parking or driving on lawn
- 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 or toilets
- No fireworks allowed in park

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!**