



**TWO  
RIVERS**  
WISCONSIN

**PARKS AND RECREATION**



1520 17<sup>th</sup> Street  
P.O. BOX 87  
Two Rivers, WI 54241-0087

**Facility Use Agreement**

Name: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Start Time (Including Set-up): \_\_\_\_\_ End Time (Including Clean-up): \_\_\_\_\_

Estimated Number Attending: \_\_\_\_\_ Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

Will you have amplified sound? (DJ, Band, etc.)  Yes  No - *If yes, please specify:* \_\_\_\_\_

Would you like City Set Up? (Additional \$40.00)  Yes  No *(if you do not choose to have City Set Up – YOU ARE REQUIRED TO SET UP THE TABLES AND CHAIRS, WIPE THEM DOWN AFTER USE, & PUT THEM AWAY.)*

Will you be serving alcohol?  Yes  No Will you be selling alcohol? (Permit needed)  Yes  No

**Facility Requested:**

**Behringer Room with Warming Kitchen**

- Resident: \$20.00/hour
- Non-Resident: \$27.00/hour

**Senior Center Library**

- Resident: \$12.00/hour
- Non-Resident: \$18.00/hour

**Koska Room**

- Resident: \$17.00/hour
- Non-Resident: \$24.00/hour

**Warming Kitchen Only**

- Resident: \$12.00/hour
- Non-Resident: \$18.00/hour

**Gymnasium with Fireplace Lobby**

- Resident: \$22.00/hour
- Non-Resident \$32.00/hour

**Licensed Senior Center Kitchen Only**

- Resident: \$20.00/hour
- Non-Resident: \$27.00/hour

**OFFICE USE ONLY**

Signature of Parks & Recreation Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Use Fee: \_\_\_\_\_ + Extras: \_\_\_\_\_ + Tax: \_\_\_\_\_ + Credit Card Fee: \_\_\_\_\_ = TOTAL: \_\_\_\_\_



www.two-rivers.org



920.793.5592



**\*\*Community House Attendant Contact Number: 920-973-2521\*\***

**\*\*Late Check-Out/Early Check-in Fee:** *In cases where guests exceed the scheduled check-out/in time, a fee will be charged. The early/late check-out fee is \$75. Additionally, you will be billed at the regular rate for each additional hour used, with a minimum charge of 1 hour.*

**Use of Premises.** *On the terms and conditions of this Agreement, the Rental Party acknowledges that Two Rivers Parks & Recreation programmatic functions have priority use of the Premises and that it might become necessary for Two Rivers Parks & Recreation to utilize the Licensed Facilities during the Use Period (as defined below). In such an event, Two Rivers Parks & Recreation will provide advance notice to the Rental Party and will attempt to make reasonable accommodations for Rental Party to have access to comparable space at the Premises during the Use Period. If no comparable space is available or if Rental Party does not wish to use such alternate space, Two Rivers Parks & Recreation will refund any security deposit and full payment to Rental Party.*

**Term.** *This Agreement is effective from the date above and Rental Party may use the Licensed Facilities during the period only. This Agreement shall expire at the end of the Use Period.*

**End of Use Period.** *At the end of the Use Period, Rental Party shall be liable to Two Rivers Parks & Recreation for any repair or replacements necessary to return the Licensed Facilities to good order and condition (reasonable wear and tear expected)*

**Cancellations.** *I understand and agree that refund requests received in writing (30) full days prior to the reservation date, will receive a refund minus a \$15.00 administrative fee. Less than (30) full days' notice prior to the reservation date, no refund will be given. If the event is cancelled due to inclement weather, no refunds will be given.*

**Use Fees.** *The Rental Party agrees to pay Two Rivers Parks and Recreation the full amount, up front to hold the Use Period and Facility. Fee payments can be made by cash, check, or credit (3% convenience fee applies to credit/debit transactions).*

**Damages:** *I understand the conditions of this application and agree to pay for any damage arising from use of this City facility. The individual or group agrees to be responsible for any damage caused to the event venue or its property during the rental. Any damage will be assessed by the City and the cost of repair or replacement will be invoiced to the individual or group. The individual or group agrees to pay for any damage within 30 days of receiving the invoice. If damage occurs during the event, the individual or group must notify the City immediately. The City will assess the damage and provide an estimate of the repair or replacement cost within a reasonable time frame. The individual or group agrees to cooperate fully with the City to resolve any damage claims. If the individual or group fails to pay for damages within 30 days of receiving the invoice, the City may refuse to allow the individual or group to book any future events until the damages are paid in full. My signature and/or payment indicates my agreement with these terms.*

**Indemnification by User Group.** *The Rental Party agrees to indemnify Two Rivers Parks and Recreation from any third-party claims of damage to any person or property caused by any breach of this Agreement by Rental Party or by any act, omission, or neglect of Rental Party and any of its employees, agents, or invitees. Two Rivers Parks and Recreation shall not be liable to Rental Party or to any other person for any damage to any person or property caused by any act, omission, or neglect of any employee, agent, or invitee of Rental Party. This provision shall survive termination or expiration of this Agreement.*

**Relationship of Two Rivers Parks and Recreation and User Group.** *Neither party to this Agreement and none of the employees, representatives, agents, or independent contractors of a party shall be considered an employee, representative, or agent of the other party for any purpose whatsoever. Nothing contained in this Agreement shall be construed or interpreted as creating an agency, partnership, or joint venture relationship between the parties. Neither party shall use any trademark, service mark or trade name of the other party, nor shall either party hold itself out as having any business affiliation with the other party, without having specific written agreement from the other party.*

**Entire Agreement.** *This Agreement contains all the agreements and understandings made between the parties with respect to use of the Licensed Facilities and may only be modified in a writing signed by any authorized representative of Two Rivers Parks and Recreation and Rental Party. If any provision of this Agreement shall be deemed invalid by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby. The titles and article headings are inserted only for convenience and are not to be construed as part of this Agreement.*

**Signature of Renter**

X \_\_\_\_\_ Date: \_\_\_\_\_

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Updated 7/16/2024