



**TWO RIVERS**  
WISCONSIN

**PARKS AND RECREATION**

1520 17<sup>th</sup> Street

P.O. BOX 87

Two Rivers, WI 54241-0087



**Shelter Use Agreement**

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

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

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

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

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

Estimated Number Attending: \_\_\_\_\_

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

Will you be serving alcohol?  Yes  No

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

**Shelters Available:**

Daily Rate

Resident \$75.00/Non-Resident \$112.50

Neshotah Park/Beach Shelters

- Neshotah Park Shelter
- Neshotah Beach Shelter
- Jaycee Shelter
- Horseshoe Shelter

City Park Shelters

- Zander Shelter
- Washington Shelter
- Vietnam Vet Shelter
- Coast Guard Shelter
- Harbor View Shelter
- Vet's Shelter
- Walsh Shelter

Special Shelter Pricing

- Rotary Pavilion + ½ Parking Lot 3 - \$250/day
  - Is this rental for a Fitness or Educational Program/Class?  Yes  No  
*(Program/Class is held in the Rotary Pavilion with time slots from 6am-11am ONLY - \$10.00/hour)*
- Central Park West Band Stand
  - All Day 8am-10pm - \$175/day
  - Half Day 3pm-10pm - \$100/day

**OFFICE USE ONLY**

Signature of Parks & Recreation Clerk: \_\_\_\_\_ Date: \_\_\_\_\_  
Use Fee: \_\_\_\_\_ + Tax: \_\_\_\_\_ + Credit Card Fee: \_\_\_\_\_ = TOTAL: \_\_\_\_\_



www.two-rivers.org



920.793.5592



**\*\*Park Host Sat/Sun 6am-1pm: 920-323-2670 or for immediate assistance/afterhours Non-Emergency: 920-686-7200\*\***

I understand and agree that the issuance of this Park Shelter Reservation is subject to the accuracy of the information supplied on this form, and the adherence to all City of Two Rivers ordinances, policies, and regulations of the Parks & Recreation Department and that the City of Two Rivers retains the right to revoke this permit any time prior to or during this event.

**DAMAGE:** 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.

**GARBAGE:** I understand and agree that each group or individual is responsible for cleaning the shelter and surrounding area, with debris put in garbage cans and facilities and grounds left without damage. Groups of over 100 people are required to purchase a dumpster for garbage disposal. Please do not leave bagged garbage outside the receptacle for wildlife to explore. Please recycle your cans and plastic bottles to ensure all garbage goes in the receptacle. The renter will be responsible for cleanup costs (\$40 per hour) over the amount of the rental fee in the event the user fails to clean up properly.

**REFUND POLICY:** 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 refunds are given. If the event is cancelled due to inclement weather, no refunds will be given. Cost incurred by the City for delivery & pick up of rental items such as picnic tables or any other special request items for the rental will be deducted prior to issuing a refund.

**KEY DEPOSITS.** The Rental Party agrees to pay Two Rivers Parks & Recreation a key security deposit upon execution of this Agreement to reserve use of the Washington Shelter. The refundable deposit is \$100.00. The deposit is due upon pick-up of key and will be returned when the shelter key is returned. CHECK ONLY.

**ASSISTANCE: Park Host on duty: Saturday & Sunday 6 AM - 1 PM Cell: 920-323-2670. If you cannot reach the park host and need immediate assistance, call Non-Emergency: 920-686-7200.** To comment on park conditions, call the Recreation Department during regular business hours (Monday-Friday 8:00AM -4:00PM) at 920-793-5592.)

**FACILITIES:** Rental of the park shelter does not include exclusive use of any adjacent recreational area or equipment, i.e., tennis or volleyball courts, baseball diamond (unless specifically reserved & paid for), basketball area, horseshoe courts, playground equipment, or other shelters.

**OUTLETS:** More than one appliance plugged into a pair of outlets may trip circuit breakers.

#### **City Ordinances Applying to Parks (Chapter 7-1)**

**General Parking Regulations** No person or persons shall do any of the following prohibited acts within the limits of any park in the City of Two Rivers:

(A) Operate an unlicensed or licensed motorized vehicle outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted.

(B) Operate a snowmobile except in designated areas.

(C) Place or leave any rubbish, litter, garbage, refuse or debris of any nature within a park, except within designated receptacles provided. No person or persons shall throw or deposit any type of debris or waste material on or along any park roadway or park area.

(D) Interfere with, break down, deface or remove, or cause to be interfered with, broken down, defaced or removed, any sign, guard, protection barrier, or barricade placed in any public park in the City, or remove or damage any equipment. Any damage to park facilities will be considered vandalism.

(E) Dogs are allowed on recreational trails designated by the City Council by resolution, if they are kept on leashes of six feet or less in length, held by and in the control of their owners or other person walking them with the permission of their owners, at all times.

**Glass Beverage Containers-** No person shall bring into a public park in the City or possess or dispose of while in a public park of the City, any beverage in a glass bottle or other glass container, or any glass beverage bottle or glass beverage container, regardless of whether such bottle or container is empty or contains a beverage.

**Speed Limit in Park-** No person shall operate a motor vehicle in any of the public parks at a speed greater than fifteen miles per hour.

**Reckless Driving in Parks Prohibited-** No person shall operate a motor vehicle in a reckless manner in any of the public parks in the City.

**Parking in Parks-** No person shall park any motor vehicle in any park in the City except in designated parking areas, nor shall any person allow any motor vehicle, trailer, or construction equipment to allow remain parked within any City Park during park closing hours, except by permission of the City Manager or his designee. The penalty for violation of this is provided for in Section 8-1-6©.

**Park Closing-** No person shall be within Picnic Hill Park between 10 PM and 6 AM. No person shall be within any other City parks between 11 PM and 6 AM. This Section shall not apply to persons travelling directly through any park on a City Street, and further provided the hours set forth in the Section may be adjusted by the City Council, City Manager, or his designee for special activities.



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**Refreshment Stands in Public Parks Prohibited-** It shall be unlawful for any person, without being previously authorized by the Parks & Recreation Director, to set up any refreshment or concession stand, or to sell any refreshments, balloons, toys, or any articles whatsoever in and upon any park, playground, recreation area, bathing beach, or athletic field owned or operated by the City of Two Rivers.

**Public Address Systems in Parks-** It shall be unlawful for any person, without being previously authorized by the Parks & Recreation Director, to use any public address system or sound amplification devices in any public park.

**Radio-controlled Model Airplanes Prohibited in Parks-** No person shall fly a radio-controlled model airplane in any park in the City of Two Rivers, except in areas specifically designated and posted for such purpose.

**Signature of Renter**

X \_\_\_\_\_

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

Updated 7/16/2024

