

City of St. Francis

Application For Park Reservation

Name of Group: _____

Name of Applicant: _____

Must be St. Francis Resident. Deposit is refunded to applicant unless otherwise noted.

Address: _____

Phone: _____

Email: _____

Application Date: _____

Approximate Attendance: _____

<u>First Choice(s)</u>
Date(s) _____

Time(s) _____

<u>Second Choice(s)</u>
Date(s) _____

Time(s) _____

Please read the Park Rules (attached) **BEFORE** signing application.

Fees: The park rental fee and the deposit must be paid at the time of the reservation. Kitchen, bathrooms, pavilion, and pole barn are included in the fees. The deposit will be refunded **IF** the park is properly maintained (see attached rules). There are no refunds of fees for any reason unless a reservation is cancelled and the date is rebooked.

1-75 Persons: \$275 Fee + \$100 Deposit
76-150 Persons: \$350 Fee + \$100 Deposit
Over 150 Persons: \$375 Fee + \$100 Deposit

FEES MAY CHANGE WITHOUT NOTICE. APPLICANT MAY BE LIABLE FOR ANY INCREASES AT THE TIME OF USE.

Signature of Applicant

Date Received _____ Reservation Approved For _____

Receipt # _____ Amount \$ _____ Check # _____

Remarks: _____

Park Deposit Refund Check Sent to: _____

Milton Vretenar Memorial Park Rules

1. ***The band shell is not included in the park rental.***
2. Keys for the park **MUST** be picked up at the City of St. Francis Civic Center located at 3400 E. Howard Avenue on the **FRIDAY BEFORE** your event and returned the **NEXT BUSINESS DAY** following your event. Dumpster keys are included with the keys issued.
3. It is understood that any person using the park will be required to clean the areas used. This includes the restrooms, kitchen and grill (instructions are located on the grill). Cleaning includes the following: ***All garbage containers must be emptied, bags put into dumpster and new bags put into containers (including restroom garbage). Bags are located in the kitchen area. Tables on the patio area are to stay out. If additional tables are removed from the pole barn, they are to be returned. Butt cans are to be returned to the kitchen area.***
4. The Park closes at 10:00 PM.
5. No loud noise or amplified music is allowed.
6. Intoxicating beverages shall NOT be dispensed to minors or sold on park property.
7. There shall be no carrying out of intoxicating beverages from the park.
8. **No Animals** are allowed in the park at any time except for certified service animals.
9. Prior approval from the Engineering Department is required if you wish to put up a tent **outside** the designated tent area. Diggers Hotline must be notified 3 working days in advance of your event.
10. Any inflatable rides/games require a certificate of insurance with \$100,000- \$300,000 Bodily Injury and \$25,000 Property Damage coverage to be provided to the City prior to park rental. City of St. Francis should be listed as the Certificate Holder.
11. Vehicle parking facilities are at the north area of the park. This lot can only be accessed by taking Denton Avenue east from Packard Avenue to parking lot. There is **NO** parking on Kirkwood Avenue.
12. Users will be billed for any damage, additional cleaning and/or any City personnel called in for assistance at your event.
13. **Report any emergencies you may encounter to the St. Francis Police Department at 414-481-2232.**

NO DRIVING OR PARKING ON LAWN AREAS OUTSIDE OF THE PARKING LOT

THESE RULES WILL BE ENFORCED BY THE ST. FRANCIS POLICE DEPARTMENT.