

Park Facility Reservation Form

Town of Grover, Wisconsin

Return to Town of Grover Clerk before or at the monthly board meeting prior to your event.

Organization or Individual's Name _____		
Name of Person In Charge of Event _____		Email _____
Address _____	City _____	Zip Code _____
Day Phone _____	Evening Phone () _____	Fax () _____
Alternate Contact Name _____		Email _____
Day Phone () _____	Evening Phone () _____	Fax () _____

Facility	Deposit	Electric Fee (\$25.00)	Date of Use	Time of Use	Estimated Attendance	Clean Up Required	Deposit Returned Date/Check
Park	\$50.00	\$					

Liability: The Town of Grover does not assume any liability on any groups or individuals reserving and/or attending the functions at the Park.

Applicant Signature

Date

OFFICE USE ONLY

Approved By _____

Date Paid ____/____/____

Approval Date ____/____/____

Amount: \$

Check #

RULES AND REGULATIONS FOR PARK USE

Scheduling Procedures

- “Park Reservation Form” and the associated fee shall be completed for all reservation requests.
- The “Park Facility Reservation Form” is available by mail, Town of Grover website (www.townofgrover.com), or in person from Town of Grover Clerk.
- Submit “Park Facility Reservation Form” to Attention: Town of Grover Clerk by mail or in person.
- All reservation forms will be considered on first come first served basis.
- A confirmation of reserved facilities will be provided at the time of scheduling with a receipt of payment.
- (The Park is not available the first Saturday of August every year)

Payment Policies

Payment is to be made in-full at the time of scheduling.

Methods of Payment

- Cash or Check, at the time of scheduling written to:
 - **Town of Grover Clerk**
- A confirmation of reserved facilities will be provided at the time of scheduling with a receipt of payment
No credit cards accepted.

Refunds

Refunds will only be given for reservations cancelled with at least 10 working days notice.

General Pavilion/Park Rules and Regulations

- \$25.00 will be deducted from the \$50.00 deposit when electricity is used
 - All trash/garbage must be removed after event. If trash/garbage are left on the premises no deposit shall be returned
 - Park must be left clean and orderly
 - After park inspection the deposit will be mailed or returned in person
 - Failure to follow the Rules and Regulations for Park use may result in cancellation of use without refund
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