



TOWN HALL ADMINISTRATIVE OFFICES
 2445 S. AFTON ROAD
 BELOIT, WISCONSIN 53511-8663
 PHONE: 608-364-2980
 FAX: 608-364-2999
 www.town.beloit.wi.us

MCKEARN PARK Building Rental Contract

Maximum Capacity: 50
 Park Address: 2711 Park Ave.

1. The Rental Fee for the use of the McKearn Park Building (with 6 Banquet Tables (8 ft), 50 Chairs, Electric Stove, Refrigerator, Microwave, Sink) is:

| | <u>Rental Fee</u> | + <u>Sales Tax</u> | + <u>Deposit</u> | = | <u>Total</u> | Payment Type: Cash or Check |
|--------------------------------|-------------------|--------------------|------------------|---|-----------------|------------------------------------|
| Town of Beloit Resident | \$150.00 | \$8.25 | \$150.00 | | \$308.25 | |
| Non-Resident | \$200.00 | \$10.40 | \$150.00 | | \$360.40 | |
| Organized Youth | \$ 30.00 | \$1.65 | \$ 25.00 | | \$ 56.65 | |

The park is open to the public. The Town Hall will keep a calendar of all approved contracts for the use of the McKearn building.

- A security deposit is required and will be refunded after inspection of the facility and following the Town Board meeting if the building has been left clean. If extensive cleaning is necessary, no security deposit will be refunded and a fee of \$20.00 per hour will be charged. Make sure to clean the area around the shelter also.
- Rental fee, deposit, and signed contract are due in advance before we can reserve the date. A full refund of fees will be given with a two (2) week notice of cancellation. If the cancellation is made less than two (2) weeks before the scheduled event, one half (1/2) of the rental fee will be refunded.
- Any Group or organization causing any trouble will be denied future use of the building.
- No chairs, tables or any other items in the McKearn Park building are to be loaned or taken from the building. Not even outside.
- NO SMOKING** allowed in the building, nor should the fireplace be used.
- NO CAMP FIRES OR FIREWORKS ARE ALLOWED.** No personal grills shall be used under any pavilion or structure. Grills should only be used in designated picnic areas (10 Ft from shelter).
- No alcoholic beverages will be allowed on the premises, unless the Town of Beloit grants a special permit. Special Permits for serving beer/wine coolers only, may be obtained at the Town Hall on Afton Road during regular office hours in advance of the rental date. *Please read the reverse side of this contract for other regulations needing approval.*
- A responsible adult must be present at all times. Renter(s) shall be responsible for loss or damage.
- The McKearn Park Building is closed between **10:00 PM – 8:00 AM**. You must clean up and be out of the park before 10:00 PM. Please see reverse side for clean-up instructions.
- Groups of larger than 100 must rent additional port-a-potty(s) and dumpsters at your expense.
- Pick up key on Friday before 4:30 PM for weekend rental and return on Monday. If there is a Holiday, return on the next working business day. * **Remember to bring your own trash bags.** ****

PLEASE PRINT:

Name (s):

Address:

City/ST/Zip:

Resident of Town of Beloit: _____ Non-Resident _____

Date Needed:

Hours Needed:

Purpose of Rental:

Anticipated Attendance:

I have read the above regulations and will assume full responsibility. As the responsible party, I will be present at the park during the rental:

Signature _____ **Current Date:** _____ **Phone#:** _____

For Office Use:

Receipt Number: _____ Fee Paid: _____ Deposit Paid: _____ Deposit Refund Date: _____

MCKEARN PARK REGULATIONS

The Town Board Meetings are held the first and third Monday's of the month. Use of the following items on Town Park property needs approval of the Town Board:

1. Sound Devices – operating or playing and amplifying system
2. Vending – any sales of goods or services
3. Structures – any temporary or permanent structures (Fences/Party Tents) provide sizes and **SITE PLAN**

If your organization requests any of the listed items above, please note below:

To keep our building and parks safe and clean, please check the following before you leave:

- Separate trash from recyclables (aluminum cans, glass, steel/tin cans, plastic containers and paper).
- Empty trash and transport to trash dumpster. (Key is on key ring)
- Empty recyclables and transport to recyclables dumpster. (Key is on key ring)
- Vacuum all carpeting. Vacuum is kept behind the door going to the basement.
- Sweep and mop all tile flooring.
- Clean Kitchen – Wipe counters, stove, sink, refrigerator, etc...
- Wipe tables and chairs down and put back in place.
- Make sure the bathrooms are clean.
- If you use the picnic area, make sure that it is picked up.
- Turn down the thermostat to 60 degrees during the winter. (Key is on ring)
- **LOCK THE DOOR**

If you are renting the shelter on the weekend or on a holiday and there is a problem on the day of the rental, contact the Town of Beloit Police Dept. (608) 757-2244 (Rock County Dispatch).

Any other problems, please contact the Town of Beloit (608) 364-2980 Monday – Friday 8:00 AM to 4:30 PM.

Thank you for your cooperation!!