

# VILLAGE OF WINNECONNE SHELTER KEY PICKUP RECEIPT

## KEY PICKUP PORTION

Key pick-up must be done by person in charge/contact person:

Name: \_\_\_\_\_

## SHELTER RENTAL DEPOSIT

Please initial one of the following options:

\_\_\_\_\_ Retain my check for 30 days at the Municipal Office for me to pick-up. I understand that once the 30 day period has passed, the check will be destroyed.

\_\_\_\_\_ Destroy my check upon confirmation from the village that Shelter is clean, damage free, and key is returned.

If additional clean-up and/or repairs are required as a result of the reservation, the labor and materials will be charged to the Contact Person listed on this form.

Note: If you would like the check mailed back to you, please supply a self addressed stamped envelope when depositing the key in the drop box.

### Village of Winneconne Parks Shelter Key Policy

- Bring your shelter Facility Use Permit reservation form to the event to assure that your reservation will be retained.
- Park closing is at 11:00 p.m. sharp! **Please** leave the shelter clean and damage free. Remove all decoration, supplies and/or equipment you may have brought. The lights inside the shelter need to be turned off and all doors need to be locked at the end of your event.
- Friday night, Saturday and Sunday reservations, please drop key off by Tuesday of the following week, Monday to Thursday reservations, please drop key off the next business day.
- For additional information, please refer to the Terms of Reservation sheet.

**PERSON IN CHARGE/CONTACT PERSON WILL BE CHARGED ADDITIONAL RENTAL FEE IF FOUND USING THE FACILITY BEFORE OR AFTER THE SCHEDULED DATE.**

I have received and understand the Village of Winneconne Parks Policy.  
I agree to abide by all the regulations set forth for the shelter rental.

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_

### PARK OFFICE USE:

Reservation Date \_\_\_\_\_

Lake Winneconne

Waterfront Park

Marble Park

Large Shelter

Pavilion

Small Shelter

Small Shelter

Large Shelter

Barn

\$100.00 Shelter Rental Deposit Check # \_\_\_\_\_ Distributed by: \_\_\_\_\_

Key Return Receipt Portion

Key received at Municipal Office on \_\_\_\_\_ Received by \_\_\_\_\_

Shelter key returned via:  in Person  Drop off by: \_\_\_\_\_  
 Drop Box

Key security deposit check mailed to Contact Person on \_\_\_\_\_

Comments: \_\_\_\_\_