

# VILLAGE OF NEW AUBURN

130 E Elm St | PO Box 100 | New Auburn, WI 54757 | 715-237-2223

## Small Shelter – Village Park Pavilion

**THIS FORM IS NOT FOR THE LARGE PAVILION**

|  |  |  |  |
|--|--|--|--|
| Rental Date  | Date of Application  |  |  |
| Rental For   | Alternate Contact  |  |  |
| Time of Event  | Expected End Time  | Phone  |  |
| Pavilion Renter Name   | Are you a Non-Profit Organization? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If Yes, Name of Non-Profit Organization:  |  |  |
| Address  | <i>In order to get the discounted reservation rate, please provide a copy of your EIN Non-Profit License</i>                             |  |  |
| Phone  |  |  |  |
| Pavilion items must be left in good working order.<br>Sweep area. Wipe down tables. Assure all garbage is in cans.<br>Leave it how you found it.   |  |  |  |
| The person making the reservation is responsible for all damages incurred while using the building and picking up of garbage and clean up. Reservations are a first-come, first-serve basis. Anyone may use the small shelter without reserving; however, those with reservations have an established reservation. A sign will be posted for the reservation and those who make reservations will be have priority over the shelter use. |  |  |  |
| Renters Signature  | Date   |  |  |
| <b>FOR VILLAGE STAFF ONLY</b>  |  |  |  |
| Date Application Received<br>/ /   | Rental Fee <input type="checkbox"/> \$10<br>Non-Profit Organization <input type="checkbox"/> \$5<br><i>Submit EIN Form if Non-Profit</i> | Method of Payment<br><input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit<br>Check # _____ | Inspected By<br><input type="checkbox"/> DM <input type="checkbox"/> JB <input type="checkbox"/> Park<br>Member: _____ |