

Wheaton Park Reservation Application

Name of Contact Person: _____ Contact Phone #: _____

Contact Email Address: _____ Alternate Phone #: _____

Mailing Address: _____

Address City State Zip Code

Town of Wheaton Resident (Please Circle): YES NO

Type of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Check Location	Event Location – Pavilions/Park	Resident Fee	Resident Deposit	Non-Resident Fee	Non-Resident Deposit
	Ball Fields Only	No Charge	No Charge	No Charge	No Charge
	Tennis/Basketball Court Only	No Charge	No Charge	No Charge	No Charge
	Upper Pavilion & Field	No Charge	\$100.00	\$50.00	\$100.00
	Lower Pavilion & Field	\$50.00	\$100.00	\$100.00	\$100.00
	Special Event	Negotiable with Wheaton Parks Commission			
	Tournament – 3 Days Includes: 3 Fields, Both Pavilions, Concession Bldg. Excludes: Garbage Service, Field Help, and Concession Help	\$500.00	\$150.00	\$500.00	\$150.00
	Tournament – 3 Days Includes: 3 Fields, Both Pavilions, Concession Bldg., Garbage Service, Field Help, and Concession Help	Negotiable with Wheaton Parks Commission and Wheaton Organization			

Total Fee Owed: _____

Total Deposit Owed: _____

NOTE: Please submit one check for the deposit and a second check for the fee if applicable.

Make All Checks Payable To: Town of Wheaton

Please mail the completed reservation application along with payment (fee and deposit) to:

Ken Books

Town of Wheaton Parks Commission Chair

1121 40th Street

Eau Claire, WI 54703

Payment Amount Received: _____ Check # _____ Cash From _____

Date Payment Received: _____ Date Reservation Confirmed & Added to Calendar: _____

RULES

1. Park hours are 7:00 AM to 10:00 PM. Later park hours available upon request.
2. Park is a public facility so people are welcome to still utilize non-rented areas including playgrounds, ball fields, and tennis/basketball courts.
3. You may pick up the key for the pavilions and restrooms from Wheaton Parks Commission member. Please return the key to Wheaton Parks Commission member that issued the key within 24 hours of your rental completion. If your key is not returned within this timeframe your deposit will NOT be returned.
4. No driving on the lawn to load or unload vehicles.
5. Pets are allowed providing the pets are on a leash. You are responsible for cleaning up your pet defecations.
6. Renter is responsible for ALL facility clean-up and removal of their garbage from the park. Please refer to the Wheaton Park Renter Procedures.
 - If the renter completes ALL of the Wheaton Park Renter Procedures he or she will receive his or her full deposit back.
 - If the renter neglects to complete ALL of the Park Renter Procedures his or her full deposit will NOT be refunded.
7. CANCELLATIONS: Any group that cancels up to 24 hours in advance of the event will receive a full refund.
8. Refunds will not be issued for reason of inclement weather due to the pavilions providing ample coverage.

By signing below I acknowledge and agree to the terms of this rental agreement. I further agree to abide by all rules listed above and follow the renter procedures.

Please check the box acknowledging you have read and understand the renter procedures.

Renter's Signature: _____ Date: _____

Wheaton Parks Commission Chair Signature: _____ Date: _____

PLEASE NOTE: This section will be filled out when keys are checked out to renter and checked in from renter.

Key Check Out: _____ Renter's Initials: _____ WPCM Initials: _____

Key Check In: _____ Renter's Initials: _____ WPCM Initials: _____
