

Date Rental Fee Paid: \_\_\_\_\_  
Amount Received: \_\_\_\_\_  
Fee Posted on Computer: \_\_\_\_\_

# 2021

**CITY OF STURGEON BAY PARKS & RECREATION DEPT.**  
**835 N. 14<sup>th</sup> AVE., STURGEON BAY, WI 54235**  
**(920) 746-2912 7:00 a.m. to 3:30 p.m. weekdays**

## FACILITIES REQUEST USE FORM

Name of individual or group requesting use: \_\_\_\_\_

Contact person (s): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Park/Shelter: Otumba Sunset Sawyer Cherry Blossom Martin Bayview/Gazebo**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Date & Time needed: (Please include any additional set-up and clean up time)*

Number of people using facility:    \_\_\_ Under 100    \_\_\_ 101-200    \_\_\_ Over 201

**FEES PER DAY:**

	<u>City Resident</u>	<u>Non-Resident</u>
Group of 100 or less	\$ 58.03	\$ 81.24
Group of 101-200	\$ 87.57	\$ 99.17
Group of 201 or more	\$174.08	\$ 301.73

**Checks payable to: City of Sturgeon Bay**

**Note: Any cancellations must be received at least 2 weeks before event. If a 2 week cancellation is not received the rental fee will not be returned.**

**PLEASE NOTE: IF ANY DAMAGES OCCUR AS A RESULT OF YOUR EVENT AT THE PARK PAVILION, YOU WILL BE BILLED FOR ANY LABOR AND MATERIALS USED FOR REPAIRS. \_\_\_\_\_ (Please Initial)**

Describe nature of event or Title of the event:

\_\_\_\_\_  
\_\_\_\_\_

Will you need the outside water spickets turned on? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(The water fountain and bathroom water is already turned on)

Will alcohol be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

If **YES** \*\*\*A separate alcohol permit is required from City Hall - 421 Michigan St., 8:00 to 4:30 weekdays

Do you need to place a banner in the park during your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

**A banner is allowed in the park only for the day you have reserved the park.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_