

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

# 2024

## 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

If you are organizing a fishing tournament, please contact us at 920-746-2912.

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**

Day of the week: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Day, 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	\$ 73.85	\$ 97.06
Group of 101-200	\$ 103.39	\$ 115.00
Group of 201 or more	\$ 189.90	\$ 317.56

#### 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  
Sawyer Park, Martin Park, Graham Park and Bay View Park reservations are in the entertainment district and do not need an alcohol permit

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: \_\_\_\_\_