



Blue Mound State Park - Friends Shelter
 Department of Natural Resources
Building Contract/Invoice



Notice: You are required to complete this form to apply for shelter rental, under s. 27.01(2)(f), Wis. Stats. The Department cannot process your application unless you provide complete information. Personally identifiable information on this form will be used to administer the parks and forest program and may be used to mail additional and natural resources surveys. It may be provided to requesters as required by Wisconsin's Open Records law {ss. 19.31-19.39, Wis. Stats.}. Card information will be kept confidential.

RESERVATION DATE: _____ GROUP TYPE: I II III IV
 RENTAL FEE: \$ _____ RECEIVED: _____

ORGANIZATION NAME: _____

RESPONSIBLE PARTY: _____

MAILING ADDRESS: Name: _____ Address: _____
 City: _____ Zip: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

RESERVATION PURPOSE: _____

CUSTOMER ARRIVAL TIME: _____

NUMBER OF GUESTS: _____ EVENT STARTING TIME: _____ EVENT ENDING TIME: _____
(113 Person Capacity)

The above information is correct to the best of my knowledge. I have received and understand the Blue Mound State Park Friends Shelter Policies and Procedures. I agree to abide by all the regulations and policies set forth for the use of the building, as printed on the back of this contract. I acknowledge overall supervision of and responsibility for this event.

SIGNATURE OF RESPONSIBLE PARTY: _____ *DATE:* _____

Please sign and return with payment. Due within 2 weeks of contract date.

TOTAL FEE \$ _____ DATE PAID: _____ VISA MC
 REDUCED Acct# _____ Exp. Date: _____
 VEHICLE RATE \$ _____ Signature: _____
 Three Digit Code: _____
TOTAL: \$ _____ Security Deposit Refund Date: _____
 APPROVED BY: _____

*Sales tax included in rental fee.

CHECKS PAYABLE TO: Wisconsin DNR
FRIENDS SHELTER POLICIES AND PROCEDURES

Vehicle admission fees are required for all individuals or groups visiting Blue Mound State Park and the Friends Shelter. A reduced rate sticker for large organized groups is available for the day of only. The rate is \$5.00 per vehicle with a minimum charge per group of \$100. These stickers are valid for vehicles with either WI or non-resident license plates. Rentals of the facility will include the designated event space, hallway and furniture associated with the space. Restrooms will continue to be open to the general public at all times during any rental event. Pets are prohibited inside the building.

All parties using and/or renting space at the Friends Shelter must comply with all pertinent local, state and federal regulations and licensing regarding food, beverage, equipment, supplies, and the storage, handling and disposal of all hazardous materials generated, stored or brought to the site. The reservation does not ensure parking will be available in the vicinity of the facility. An early arrival is recommended.

- 1) **Curfew** - The park is open from 6:00 AM – 11:00 PM daily. All events must end by 10:00 PM. Users are allowed 1 hour for clean up after the event and all visitors must be out of the park or back to their campsites prior to 11:00PM.
- 2) **Smoking Policy** - State Law prohibits smoking in the Friends Shelter or within 200 feet of the premise. Users that wish to smoke may do so on the grounds away from the shelter.
- 3) **Caterers Policy** - You may contract directly with the caterer of your choice.
- 4) **Alcoholic Beverages** - Users shall follow all state and local ordinances regarding the consumption of alcoholic beverages. Everyone must be able to provide proof of being age 21 or older. The Department will allow the promotion of the name of the business doing the distribution (ie. Coppins Foods) to advertise on-site, but cannot allow the specific advertising for alcoholic beverages, to include signs, coupons, or flyers.
- 5) **Decorating** - All decorations on walls, floor, ceiling or hanging, the grounds outside the building (including tents and posts), are strictly prohibited, unless prior approval is obtained from WDNR property manager. No taping, gluing, tacking, nailing or securing of any item will be allowed. Table décor will be allowed, however an open flame is not permitted. The use of glitter, confetti, smoke/fog machines are not allowed.
- 6) **Clean up deposit and damage responsibility** - All private (Group 4) rental reservations shall include a cleanup deposit of \$100. Rental users are responsible for cleaning the chairs and tops of the tables after their event. Tables and chairs must be returned to the carts provided. Rental users are responsible for mopping up spills (beer, pop, etc.). Rental users are responsible for removal of all tablecloths, wall decorations, and other personal equipment, and the removal of trash and recyclables to the appropriate dumpsters. Clean up deposits will be forfeited if park personnel find the shelter building was not cleaned and the setup not returned to the standard layout.

Rental users are responsible for all damages to the building and its fixtures, furnishings or equipment. Charges for damage will include labor and material cost for the repair or replacement plus a 10% handling fee. Rental users are responsible for reviewing the condition of the property at time of first use and notifying the property manager of any damage or deficiencies then noted.

- 7) **Deposits and cancellations** - All private (Group 4) rental reservations shall be paid in full in advance. Rentals are available on a first come-first serve basis. Reservation request which do not include payment will “hold” the facility for 7 days. If payment is not received within 7 days of the request, the facility will once again be made available to others. A rental confirmation is considered ‘booked’ when a completed application and deposit is received by the property manager.

A key and building deposit of \$100.00 is required for all private (Group 4) events. The key and room deposit will be refunded within 10 working days after the event if the key has been returned and the building left in good condition, not requiring extra clean up. Extra cleanup will be charged to the users and be deducted from the room and key deposit fee. If charges are more than \$100.00, the user will be billed the additional charges.

If a cancellation occurs for any reason of private rental, reservations shall be subject to a 25% cancellation fee if cancelled 60 days in advance; 50% if cancelled within 30 days of the event; and no refund if cancelled within 7 days from the day of the event.

- 8) **Outside Contractors and Rental Items** - Use of outside contractors and rental item services by outside contractors (tents, caterers, bands, DJs, etc.) are subject to prior approval by the WDNR property manager and may or may not be allowed subject to scheduling conflicts with other events.

WDNR accepts no responsibility for any products or services provided by outside vendors.