

VILLAGE OF PADDOCK LAKE
MUNICIPAL BUILDING RENTAL APPLICATION

I/We _____ hereby make application for rental of the Paddock Lake Municipal Building _____, or Ball Diamond Park _____ (check one or both)

Date(s) Requested _____

Number of People Attending _____ Time: _____ to _____

Name of Organization (if applicable) _____

Copy of IRS 501 (C) (3) Declaration letter _____

Nature of Use (circle one): Private/Social Business/Commercial/Government Non-Profit

Village Resident: Yes _____ No _____, Copy of Wis. I.D. required.

Activity to be held at the building/park _____

Contact Person(s): _____

Street Address: _____

City/State: _____ Zip Code: _____

Home Phone: () _____ Work Phone: () _____

Cell Phone () _____ Email Address: _____

I acknowledge that I have read and understand the Village Building and Grounds Facility Rental Policies and Procedures attached and agree to the terms, conditions and charges set forth herein.

I further release and hold harmless Paddock Lake and/or its agents from all damages and/or injuries or deaths as a result of this agreement and guarantee payment for all damages in excess of the deposit.

NO SMOKING inside the Municipal Building is allowed
NO WEAPONS OF ANY TYPE are allowed in the Municipal Building.

ACCEPTED AND AGREED: _____ DATE _____

Print Name: _____

OFFICE USE: Date Received _____ Payment received _____ Deposit Received \$ _____
Staff Member _____ Building and Grounds Approval _____
After event inspection results _____