

**PICNIC TABLES & BLEACHERS RESERVATION AGREEMENT
PARKS AND RECREATION DEPARTMENT**

1210 Main St. Oconto WI, 54153

DATE: _____ TIME: _____ TO: _____

APPLICANT/ORGANIZATION: _____

ADDRESS: _____ CITY/ZIP: _____

PHONE: _____ WORK: _____ CELL: _____

TYPE OF EVENT: _____ # OF PICNIC TABLES: _____

E-MAIL ADDRESS: _____

CONTACT NAME: _____

REFUNDS AND CANCELLATIONS

All rental fees are non-refundable and non-transferable and subject to change. Unless mechanical problems or unavoidable circumstances. Those will result in an attempt to issue a full refund.

TABLE & BLEACHER RESERVATIONS AND PAYMENT OF FEES

All applications for table and or bleacher reservations must be made at least five (5) business days prior to the reservation date requested. Applications not made before this time period will be charged an additional \$10.00 for the reservation. There will be no delivery reservations taken two (2) days prior to your event. Forms may be picked up at the Oconto Parks and Recreation Department inside City Hall or downloaded at www.cityofoconto.com Fees are to be paid in full on the date the table/bleacher reservation is made at City Hall.

PHONE #

Park & Recreation Office – 834-7706

City Hall – 834-7712

DAMAGE POLICY

It is the user's responsibility to inspect the tables and report any problems. Charges will be assessed for any damages, or other services required. Violation of the terms of use may result in denial of future reservation requests.

COST

Group One- directly affiliated with City of Oconto

Those groups, committees or organizations directly affiliated with the City of Oconto or operating for the benefit of the City of Oconto. *NO CHARGE, but must follow all other requirements, (stated above)

Group Two- Service, Civic, and Non-Civic, Charitable, and Educational Groups/Organizations with tax-exempt status, City Residents, Non-Residents, Private, Religious and Commercial Groups.

Self-Pick-up

Picnic Tables - \$2 dollars per table \$50 refundable Deposit

Bleachers - \$10 dollars per bleacher \$50 refundable Deposit

Delivery

Picnic Tables - \$20 dollars per load, 5 picnic tables per load. \$50 refundable Deposit

Bleachers - \$25 dollars per load, 1 bleacher per load. \$50 refundable Deposit

OFFICE USE:

TOTAL \$ _____

Date _____ Cash _____ Check# _____ Receipt# _____

Circle one: Self Pick-up or Delivery

Total number of Picnic Tables and from which Park: _____