



FISH HATCHERY RESERVATION FORM

RENTAL FEES		
0 – 3 Hours	3 – 6 HOURS	MORE THAN 6 HOURS
\$175	\$350	\$575
<p>In addition to rental fees listed above, a security deposit of \$150 is required at time of booking*. The rental fee is due at least two weeks prior to event.</p> <p>In the event you cancel your reservation, your security deposit will be refunded to you, less a \$75 cancellation/processing fee.</p>		
<p>ART/CRAFT FAIRS WINTER FARMERS MARKET \$25 per vendor (minimum of \$100/day) \$50 opening fee \$150 Security Deposit</p>	<p>HOMEOWNERS ASSOCIATIONS \$50 per meeting \$50 opening fee \$150 Security Deposit</p>	
<p>EXEMPT FROM PAYING FEES Village of Hartland Park and Recreation Department and Golden Agers. Other exempt groups to be determined by Park and Recreation Commission</p>		

RENTER / RESPONSIBLE PARTY INFORMATION

(Please print)

Name: _____

Address: _____
City State Zip

Email: _____ Phone: _____

Date Requested: _____ Time Requested: _____ to _____
(Include time needed for preparation/clean-up before and after event)

Event/Purpose: _____

Signature: _____ Date: _____

The maximum number of people allowed in the building is 125 (including both floors). The fees are based on use of the entire building. *The security deposit is refundable if the building is cleaned per the guidelines outlined on the back side of this form, and if the sound system cabinet is locked after use and no damage has occurred during use. The microphone must be turned off and placed inside the cabinet. If you encounter any problems with the sound system, please contact City Hall (262-646-6220).

To reserve building, return the completed reservation form and security deposit to City Hall, 500 Genesee Street, Delafield WI 53018. For more information, contact Utility Clerk Susan Johnson at 262-303-4511

*The person described as the responsible party signing this agreement shall be held accountable for the facility authorized and shall be held liable for any costs to the CITY OF DELAFIELD for necessary maintenance or repairs due to damage arising from the improper or negligent use of said facility. It is also agreed that the CITY OF DELAFIELD shall not be held responsible for accidents, injuries or the theft of personal property incurred by those parties authorized to use said facility. Call Delafield Police Department (646-6240) if building is not in good order.

**IF NO ONE IS AVAILABLE TO OPEN DOOR, CALL KLEAN-LINE LLC (262-613-1441)
IF NO RESPONSE, CALL POLICE DEPARTMENT NON-EMERGENCY (646-6240)**

**CITY OF DELAFIELD
FISH HATCHERY BUILDING USAGE
RULES & REGULATIONS**

All Fish Hatchery building renters hereby agree to adhere to the following Rules & Regulations:

1. Smoking is prohibited in the building.
2. Candle burning is prohibited in the building.
3. Food preparation is prohibited. Renters may use refrigerator and oven for warming only.
4. Use of duct tape on the walls is prohibited.
5. Parking on the grass is prohibited.
6. Tents allowed to be installed in the parking lot only if cement blocks are used. No stakes. Inspections will be completed after event. Damages to parking lot will be charged back to the renter.
7. Security Deposits will be kept based on the inspection of the City's cleaning crew after the event.
8. Recurring events will only be allowed four events on the calendar at any one time. Once the fourth event has passed, four more events may be scheduled.
9. Fish Hatchery is not available for private parties Monday through Thursday due to Village of Hartland Park & Recreation classes.
10. Every January a week of maintenance is scheduled. No rentals or classes can be held during this time.
11. **A representative from your party must be on the premises at all times during the event.**
12. **No liquor allowed on premises. Beer and wine permitted but no sales, tips or donations allowed.**

To receive full refund of security deposit, the building must be cleaned as follows:

- Kitchen counters cleaned, dishes washed and put away
- Floors swept, spills wiped up
- Clean up oven or microwave if used
- Table and chairs cleaned and stacked
- Leftover food and beverages removed from refrigerator
- Garbage and recyclables removed from building and bathrooms and placed in appropriate recycling and trash containers outside

Please note: The cleaning supplies in the locked closet are for use by the cleaning company only. You must bring your own cleaning supplies; broom, dust pan, kitchen towels, spray cleaners, trash can liners, etc.

PLEASE CHECK ALL ENTRIES TO BE SURE THEY ARE LOCKED BEFORE YOU LEAVE THE BUILDING.

Adopted by P&R: Monday, April 23, 2012
Adopted by C.C: Monday, May 7, 2012
Effective: Tuesday, May 8, 2012
Updated: Wednesday, June, 28, 2017