



Village of Ashwaubenton

900 Anderson Drive • Ashwaubenton, WI 54304
P: 920.492.2331 F: 920.492.2341
www.ashwaubenton.com

Please call (920) 492-2331
Monday thru Friday 8 a.m. – 4:30 p.m.
for availability of dates & times,
and to confirm rental fees.

Parks, Recreation & Forestry Department
Rental Request/Contract for Ashwaubomay Lake

Renter Information

Name (Last, First) Home Phone #
Address (Street, City, Zip Code) Cell Phone #
Email Organization/Business (If Applicable)

Details of Rental Request (All rentals are daily from 6pm to 8pm - NO Wednesday Rentals)

Purpose or Function of Rental
Date of Rental (Preferred Date) # of Participants

Rental Fees (All rentals are 2 hour time periods from 6pm-8pm)

Table with 3 columns: Number of people, Resident, Non-Resident. Rows for 150 & under, 151 - 300, 300 - 450.

Facility Information

- 1. Rental includes exclusive use of the lake, including the open-air shelter adjacent to the café.
2. The department will provide lifeguards.
3. A responsible adult from the organization or group must be present.
4. Rental time periods are: Daily from 6:00 p.m. – 8:00 p.m. (excluding Wednesdays)
5. All groups must adhere to all lake rules.
6. Facility is to be left in condition the renter found it.
7. If the number of participants are under-estimated on contract; only the listed number will be allowed in the facility due to State of Wisconsin lifeguard staffing requirements.

Cancellations

Notice to cancel rental must be given one-week in advance of rental date. Failure to do so will result in being charged the full rate for the rental. An admin fee of \$20 will be charged for all cancellations prior to the one-week deadline. Rain-dates booked according to remaining available dates.

Agreement/Disclaimer

I agree to indemnify and save harmless the Village of Ashwaubenton and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, property loss, or any other nature whatsoever arising out of the use of the Village of Ashwaubenton properties herein specified. I have received a copy of the rental information and agree to abide by all the rules and regulations for the use of buildings and facilities; and to adhere to all specifications and limits listed.

*Businesses and Public Events shall provide proof of insurance outlining the above.

Renter Signature Date

Request should be dropped off or mailed to: Ashwaubenton Parks & Recreation – 900 Anderson Drive - Green Bay, WI 54304

Contract is not valid without Full Payment, Department Signature AND Stamp!

** Important phone numbers to be used ONLY if your supervisor is not on site and you are not able to get into the building at your rental time:

- 1. Melody Escoto, Aquatics Coordinator 920-606-6357
2. Rex Mehlberg, Parks & Recreation Director 920-406-7475
3. Summer Supervisor (JUNE-AUGUST only) 920-609-0213

For Office Use Only - to be completed by Village of Ashwaubenton Staff

Details and Cost of Rental
Rental will consist of
Total Rental Fee \$ + 5.5% State Sales Tax \$ = Final Cost \$
Department Approval Signature/Stamp Payment \$ Date