



Village of Ashwaubenon | 2155 Holmgren Way, Ashwaubenon, WI 54304
P: 920.492.2300 F: 920.492.2328

Rental Request: Ashwaubomay Lake

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

Please call (920) 492-2331 / Monday -Thursday / 7:30 a.m. – 4:30 p.m. Friday 7:30 a.m. - 11:00 a.m. for availability of dates & times, and to confirm.

RENTER INFORMATION

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

DETAILS OF RENTAL REQUEST (All rentals are daily from 6:00 p.m. to 8:00 p.m. - 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 6:00 p.m. - 8:00 p.m.)

Number of people	Resident	Non-Resident
150 & under	\$275.00	\$325.00
151 - 300	\$325.00	\$375.00
300 - 450	\$375.00	\$425.00

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.
 - a. No food or beverages are allowed in the lake area.
 - b. No street clothes are allowed this includes t-shirts and jean shorts.
6. Facility is to be left in condition the renter found it. If any excessive cleanup is required, the user group will be billed accordingly.
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 Ashwaubenon 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 Ashwaubenon 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 _____

**** 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 |

Contract is not valid without Full Payment, Department Signature.

For Office Use Only - to be completed by Village of Ashwaubenon 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 _____