



Building our Future,
Honoring our Past

104 Peter Thein Ave
Belgium, WI 53004
(262) 285-7931
(262) 285-3479 Fax

Park Shelter/Refreshment Stand/Village Hall Rules, Regulations and Fee Schedule

Reservations: Any party wishing to use the Park Shelter/Refreshment Stand/Village Hall, shall contact Sherri Erickson at 262-285-7931 to reserve the desired date and time. Reservations shall be granted on a first-come, first-served basis, although local civic organizations shall have priority. The reservation calendar will be open to the public starting January 31 for each calendar year.

The Village of Belgium shall have the authority to cancel any scheduled event at any time when, in its judgment, such use would be detrimental to the shelter, refreshment stand, and/or park.

Fees: The following fee schedule will apply except for local non-profit organizations.

- A) **Shelter Rent**-Any party using the Shelter and/or Refreshment Stand shall pay in advance a fee of \$100.00 per day.
- B) **Security Deposit**- The following security deposits apply and will be paid in advance:
 - 1. \$100.00 for the Shelter and/or Refreshment Stand

These deposits will be applied toward any damages occurring to the Shelter, Refreshment Stand or Park facilities while being used by the party renting them, and toward the wages of the Village employees for the time spent in clean-up or repair after an event.

Insurance: A renting party using a Village property for a *private* event may be asked to provide proof of general liability/homeowner's insurance. Said policy shall be kept in force for the duration of the use of any Village Property as indicated in the User Agreement and shall be attached to the User Agreement as an amendment if requested by the Village. Failure to secure and keep in force such liability insurance during the duration of the use of Village Property shall make the User Agreement null and void.

A renting party using Village Property for a *public* event shall provide a comprehensive general liability policy naming the Village of Belgium as an additional insured, including contractual liability insurance, property damage and personal injury. The renting party shall provide the Village with a certificate of insurance listing all required coverage at least 14 days prior to the use of Village Property. The policy shall state that the insurance will be effective during the event dates, and that the Village Clerk will receive notice from said insurance company if the policy is canceled prior to or during these dates. Insurance coverage shall have minimum liability limit of \$1,000,000 aggregate and \$1,000,000 per occurrence, but the Village reserves the right to designate the appropriate level of insurance and, if substantial risk is present, may require additional levels of coverage.

User Agreement/Payment of Fees: All parties using Village Property shall sign a User Agreement prior to using Village property. All fees and deposits shall be made payable to the Village of Belgium. Payments are due within 14 days after the reservation is made in order to hold the requested date(s). As provided above, local non-profit organizations are exempt from payment of fees and deposits.

Return of Fees and Deposits: If a cancellation is made at least 30 days prior to an event, the Village of Belgium will return the full rental fee and security deposit. If a cancellation is made less than 30 days prior to an event,

only the security deposit will be returned. Inclement weather will not be a reason for refund of reservation fee. If a party wishes to reschedule due to forecasted future inclement weather conditions, the park fee/deposit will be applied to a new date if that date is still available for rental.

Within 48 hours after the completion of an event, an employee of the Village of Belgium will inspect the rented Village facilities and surrounding areas. If it is determined that no damage occurred and that the area was cleaned satisfactorily, the entire security deposit shall be refunded by the Village of Belgium within 20 days after completion of the event. If it is determined that damage did occur or that the clean-up was inadequate, the Village of Belgium shall notify the party in writing of this fact, itemizing the expenses involved, and refund only the balance of the security deposit after deduction for such expenses. If the security deposit is not sufficient to cover all damage and clean-up, the party using any Village property shall be liable for all additional expenses incurred.

Use Rules

- A) A party using the Village Property shall clean the facilities used and surrounding park area after each day of use, restoring such areas to the condition they were in before the event. If additional clean-up is required, the cost of such work by the Village of Belgium employees shall be charged to the party using the Village facilities.
- B) Any damage or vandalism done to Village property shall be repaired by the Village of Belgium and all costs of such repairs shall be billed to the party using the Village facilities/property or an identified responsible party.
- C) A renting party using Village property must vacate the premises by midnight. Any music must end no later than 11:00 pm.

Key use policy: The key(s) must be picked up during regular business hours at Village Hall office (8:00 to 5:00 Monday through Thursday and 8:00 to noon on Fridays) at 104 Peter Thein Avenue. The key(s) are available for pickup the last weekday prior to the event. Please note that failure to obtain the key during regular office hours may result in you not being able to obtain access to the building. Village staff is not responsible for providing the key after regular business hours. However, IF staff is available to provide you with after-hours access, you will be charged a minimum of \$50 or actual costs, if more for the employee's time, which will be taken out of your deposit. Fees will not be refunded if you fail to pick up your key and you are unable to access the building for your event. The key(s) may be returned in the drop box outside the front doors of Village Hall. The key(s) must be returned to Village Hall no later than the first weekday after the event. Failure to return the key will result in a forfeiture of \$50.

Intoxicants and Beverages: A party intending to sell intoxicants at an event shall comply with all licensing requirements of the State of Wisconsin and the Village of Belgium.

Non-Compliance with Rules and Regulations: Any party, group or person who knowingly refuses to comply with the foregoing Rules and Regulations, or who knowingly permits conditions to exist which are detrimental to Village Property and/or surrounding area, shall forfeit its right to future use of said facilities.