

Rules, Regulations and Fee Schedule for use of Village Parks

Reservations: Any party wishing to use a Park Shelter, shall submit a reservation through the online portal or contact Village Hall 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 for each calendar year will be open to the public starting January 31st.

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 park, shelter, or refreshment stand

User Agreement/Payment of Fees: All parties using Village Property shall sign a User Agreement prior to using a Village Park. Any individual or group using the park shelter for a private event shall pay **\$125 per day**. Payment must be made in advance to secure the reservation. **Reservations are not guaranteed until payment is received.** Local non-profit organizations using park facilities for a community event open to the public are exempt from payment of fees.

Return of Fees: If a cancellation is made at least 30 days prior to an event, the Village of Belgium will return the full rental fee. No refund will be issued if a cancellation is made less than 30 days prior to an event. 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 will be applied to a new date that is available for rental.

Insurance: A renting party using Village property may be asked to provide proof of general liability/property 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.

Use Rules

- A) Any 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.

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. 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 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 issue a bill for the amount due.

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. 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.