

# Great River Road Visitor and Learning Center at Freedom Park

## Rental Agreement – Policies and Procedures FORM 1-A

### As Renter, I agree to these terms governing the use of Freedom Park and GRRVLC facilities:

- I understand that rental reservations are accepted on a first-come, first-served basis with full payment due at the time of reservation. I have read and understand FORM 1-B (Rental Fee Schedule) with further information about costs and limitations for use of facilities and rentals within the GRRVLC and Freedom Park.
- I understand that a cancellation notice is due a minimum of 7 days prior to the event and is required for return of my payment, less a \$25 non-refundable payment due to the Friends of Freedom Park.
- I understand that permits from the City of Prescott are required for serving or selling alcohol and for amplified music. I understand it is my responsibility (as renter) to obtain all such permits from the City of Prescott and that I must submit copies of all permits to the Friends of Freedom Park at least 5 business days prior to my event.
- I understand that to sell or serve alcohol to others at an event in Freedom Park, I (the renter) must apply to the City of Prescott for a temporary liquor license.
- I understand that as the renter/person distributing the alcohol, I must comply with all applicable laws and City of Prescott ordinances.
- I understand that for all events and weddings with attendance over 50 people, a damage deposit of **\$200 at time of reservation** is required. I understand that my failure to provide the damage deposit 5 business days in advance of my rental event may cancel my rental event.
- I understand that I must not use stakes or staking of any kind in Freedom Park.* This includes tents, temporary shelters, signs, lawn games, etc. All tents, temporary shelters, signs, lawn games, and more shall be *weighted* and not staked. Freedom Park has an underground irrigation system that could be damaged by staking.
- I understand that by violating this staking rule I may forfeit my damage deposit.
- I understand that my party cannot close off or rent the entire park; my rental group must share the park with other public uses. I understand that my rental group will not be allowed to use all the public parking spaces in the lot during public hours. I have looked at and understand the Freedom Park Map, FORM 1-C, with additional information regarding parking for my guests.
- I understand that the Friends of Freedom Park and the City of Prescott reserve the right to impose additional conditions for park use, such as police or security at the user's expense; additional security deposits; additional insurance coverage; limitations on the numbers of simultaneous users when special circumstances suggest or require the same. Friends of Freedom Park and the City of Prescott further reserve the right to refuse use in circumstances where proposed use(s) unreasonably jeopardize persons or property.
- I understand that Great River Road Visitor and Learning Center activities, programs, including co-sponsored activities and programs, have priority in scheduling over rentals at the discretion of the Friends of Freedom Park Executive Director.
- I understand that indoor restrooms are available only during scheduled public hours (see Rental Fee Schedule, FORM 1-B). Access to indoor restrooms before or after scheduled public hours is subject to approval by the Friends of Freedom Park at the discretion of the Executive Director and is subject to an additional fee of \$25.00 per hour (as indoor restroom access creates a need to staff the facility).
- I understand that an outdoor satellite restroom may or may not be available in Freedom Park during my rental event. Friends of Freedom Park make every effort to provide a satellite in the months of May-Oct.
- I understand that set up and clean-up of the rental space is my responsibility as renter and both set-up and clean-up shall take place **within the allotted rental time frame**. I understand that I can obtain additional hours at the rate of **\$25.00/hour** for set-up/clean-up with Friends of Freedom Park at the time of my reservation.
- I understand that my failure to set-up or clean-up within my allotted rental time frame will result in a fee of \$25/hour to be withheld from my rental deposit or due at the conclusion of my rental event.
- I understand that parking is NOT allowed on the grass or anywhere not designated as a parking area.
- I understand that use of alcohol by my rental party and its members and guests will be consistent with all applicable City Ordinances and the laws of the State of Wisconsin.
- I understand that my event shall not exceed public outdoor noise level or use obscene language.
- I understand that recycling is a core value of Freedom Park. Trash and recycling should be picked up and properly sorted and disposed of in the proper recycling and trash containers during and following the event.
- I will not nail or tack signs or decorations into either the Freedom Park Pavilion or Gazebo.
- I will not use or scatter plastic confetti in Freedom Park.

### Rental of the Freedom Park Amphitheater:

- I understand that my use of the amphitheater shall be between 9:00 am and 8:00 pm CST during daylight savings time; and 9:00 am and 9:00 pm CST during standard time.

**Other rules and guidelines governing rentals of GRRVLC and Freedom Park facilities:**

- Facilities must be cleaned and returned to their original configuration by the end of the rental event.
- The GRRVLC Multi-purpose Room is NOT available for wedding preparations or as a changing area.
- The Multi-purpose Room can be rented by civic and non-profit organizations for meetings and educational functions. Its use is during open hours of the GRRVLC; or, outside of open hours by prior arrangement with Friends of Freedom Park staff and for an additional fee.
- The park and its facilities may be rented by all groups and individuals. Use for Fundraising events and events with a fee must be approved by Friends of Freedom Park at the discretion of the Executive Director.
- The Friends of Freedom Park does not rent out chairs, canopies, tents, PA systems or other equipment.
- Placement of tents, canopies, equipment, chairs must be submitted to the FFP staff at least 5 business days in advance of your event and are subject to final placement approval at the discretion of FFP staff.
- Free-standing tent/canopy locations must be authorized by Friends of Freedom Park staff. No ground staking is allowed of any kind for tents, canopies, temporary shelters, signs, lawn games, or the like.
- Friends of Freedom Park staff/volunteers are not responsible for rented equipment or personal property.
- Delivery and pick-up of rental equipment must be coordinated with FFP staff in advance of your event.
- Friends of Freedom Park staff/volunteers are unable to move Freedom Park furniture or picnic tables for your event.

**Damage and Potential for Damage**

- Damage is the responsibility of the person making the reservation and paying the rental fee. If someone setting up for you or one of your guests damages park property, the Friends of Freedom Park/City of Prescott will assess you for the damage.
- The Friends of Freedom Park reserves the right to refuse rentals for events where a public nuisance or damage to property might be anticipated. The Friends of Freedom Park also reserves the right to restrict the size of events because of noise, parking, or other concerns about public safety.

**Behavior**

- All park users shall comply with all state and local laws and City of Prescott ordinances, including noise, alcohol, orderly conduct, dress, pets, digging and use of metal detectors, etc. For details on City of Prescott ordinances visit [www.prescottwi.org](http://www.prescottwi.org) or <https://www.ecode360.com/PR2989>
- No overnight accommodations are allowed.
- At their discretion, Freedom Park staff, City of Prescott staff, authorized representative, or Police Officer may:
  - Order the removal of any park visitor.
  - Order immediate removal of alcoholic beverages from premises.
  - Revoke permit(s) immediately and order all persons from premises.

I, \_\_\_\_\_ (**printed name**), the party responsible for this rental of Freedom Park/Great River Road Visitor and Learning Center facilities, have read the terms of this agreement and I agree to abide by the Rental Policies and Procedures of the Friends of Freedom Park and all applicable City of Prescott and other rules and ordinances for my event taking place on \_\_\_\_\_ (**date of rental event**).

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_