

Wheaton Park Reservation Application

Name of Contact Person: _____ Contact Phone #: _____

Contact Email Address: _____ Alternate Phone #: _____

Mailing Address: _____

Address City State Zip Code

Town of Wheaton Resident (Please Circle): YES NO

Type of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Check Location	Event Location – Pavilions/Park	Resident Fee	Resident Deposit	Non-Resident Fee	Non-Resident Deposit
	Ball Fields Only	No Charge	No Charge	No Charge	No Charge
	Tennis/Basketball Court Only	No Charge	No Charge	No Charge	No Charge
	Upper Pavilion & Field	No Charge	\$100.00	\$50.00	\$100.00
	Lower Pavilion & Field **	\$50.00	\$100.00	\$100.00	\$100.00
	Special Event	Negotiable with Wheaton Parks Commission			
	Tournament – 3 Days Includes: 1 – 3 Fields, 1 – 2 Pavilions, Concession Bldg. Excludes: Garbage Service, Field Help, and Concession Help	\$500.00	\$150.00	\$500.00	\$150.00
	Tournament – 3 Days Includes: 1 – 3 Fields, 1 – 2 Pavilions, Concession Bldg., Garbage Service, Field Help, and Concession Help	Negotiable with Wheaton Parks Commission and Wheaton Organization			

** NOTE: Concession Building is NOT available from Mid-April through End of June. Questions contact Ken Books.

Total Fee Owed: _____

Total Deposit Owed: _____

NOTE: Please submit one check for the deposit and a second check for the fee if applicable.

Make All Checks Payable To: Town of Wheaton

Please mail the completed reservation application along with payment (fee and deposit) to:

Ken Books

Town of Wheaton Parks Commission Chair

1121 40th Street

Eau Claire, WI 54703

Payment Amount Received: _____ Check # _____ Cash From _____

Date Payment Received: _____ Date Reservation Confirmed & Added to Calendar: _____

RULES

1. Park hours are 7:00 AM to 10:00 PM. Later park hours available upon request.
2. Park is a public facility so people are welcome to still utilize non-rented areas including playgrounds, ball fields, and tennis/basketball courts.
3. Restrooms will be opened and/or rental key distributed the day of the rental. Please contact Wheaton Parks Commission Chair to confirm a time. If your rental key is not returned your deposit will NOT be returned. Pavilion rentals are available 7 days a week.
4. No driving on the lawn to load or unload vehicles.
5. Pets are allowed providing the pets are on a leash. You are responsible for cleaning up your pet defecations.
6. Renter is responsible for ALL facility clean-up and removal of their garbage from the park. Please refer to the Wheaton Park Renter Procedures.
 - If the renter completes ALL of the Wheaton Park Renter Procedures he or she will receive his or her full deposit back.
 - If the renter neglects to complete ALL of the Park Renter Procedures his or her full deposit will NOT be refunded.
7. CANCELLATIONS: Any group that cancels up to 24 hours in advance of the event will receive a full refund.
8. Refunds will not be issued for reason of inclement weather due to the pavilions providing ample coverage.
9. Non-Sufficient Fund Checks will be charged an additional \$50 Fee.

By signing below, I acknowledge and agree to the terms of this rental agreement. I further agree to abide by all rules listed above and follow the renter procedures.

Please check the box acknowledging you have read and understand the renter procedures.

Renter's Signature: _____ Date: _____

Wheaton Parks Commission Chair Signature: _____ Date: _____

PLEASE NOTE: This section will be filled out when keys are checked out to renter and checked in from renter.

Key Check Out: _____ Renter's Initials: _____ WPCM Initials: _____

Key Check In: _____ Renter's Initials: _____ WPCM Initials: _____
