



**VILLAGE OF CALEDONIA  
PARKS AND RECREATION DEPARTMENT PARK SHELTER RESERVATION FORM  
6922 Nicholson Road, Caledonia, WI 53108 (262) 835-4451**

Reservation # \_\_\_\_\_ Escrow Fee Returned \_\_\_\_\_  
 Key # \_\_\_\_\_ Check # \_\_\_\_\_  
 Receipt # \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_ Person Applying: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Nature of Event: \_\_\_\_\_

Day/Date of Event: \_\_\_\_\_ Times: \_\_\_ AM/PM to \_\_\_ AM/PM

(Includes setup and cleanup times) \*\*Maximum is from dawn until dusk.

**Park Shelter Request:**

- Linwood Park/Shelter  Gorney Park/Upper Shelter  Gorney Park/Lower Shelter
- Crawford Park Shelter  Crawford Park Concession Stand Shelter
- I understand that I have rented the shelter only and do not have exclusive rights to the entire park.
- Beer & Wine Permit (fee is included in the price)
- Tent/Tarp Used (Gorney & Crawford)  Amplified Music (Police Dept. Approval)  Bouncer House
- I have received a copy of the Park Locations, Amenities and Regulations.
- I understand that there will be a \$25 escrow fee that will be refunded after my event and upon inspection

I, the undersigned (representing the sponsoring group), have read the conditions of use and regulations of the Department use of the facilities and agree to comply with them and further agree to indemnify and save harmless the Village of Caledonia from liability incurred by the Village by virtue of granting reservation and use of the facility as per application and release the Village from any damages, losses or additional costs incurred by the group due to cancellation of this reservation by the Village. (Applicant for park/shelter use must be 18 years of age or above unless a Beer & Wine Permit is issued in which case the Applicant must be 21 years of age).

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only:**

Reservation Fee: \$ \_\_\_\_\_ \* Escrow Fee: \$ 25.00 Total: \$ \_\_\_\_\_

\*Fee includes: Reservation Fee, Beer/Wine Fee, Key Fee (if applicable) & Sales Tax

- Insurance Needed  Commission Approval Needed  Approval Granted
- Beer & Wine Permit  Bouncer House Permit

Key Signed Out: \_\_\_\_\_ Key Signed In: \_\_\_\_\_  Cash  Check Check # \_\_\_\_\_  
 Signature: \_\_\_\_\_

Problems/Comments \_\_\_\_\_

- Park Office  Police Dept.  Park Staff  Applicant

Revised: 12/4/2014

(No refunds unless cancellation is 30 days in advance and refund will be less 50% processing charge)