

**Town of Winchester**  
8522 PARK WAY, LARSEN, WI 54947  
**Facility Use Application**

NAME: \_\_\_\_\_

COMPANY/ORGANIZATION: \_\_\_\_\_

NON-PROFIT ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

DATE OF EVENT / FACILITY USE: \_\_\_\_\_

BRIEF DISCRIPTION OF EVENT / USE: \_\_\_\_\_

FACILITY: Please check all that apply. Town facilities are available for use 7 a.m. to 11 p.m.

_____ Nelson Park	<b>Free</b>
_____ Art Larsen Pavilion	<b>\$75 Rental Fee*</b> <b>\$100 Security Deposit required**</b>
_____ Town Hall	<b>Rental Fee \$100*</b> <b>\$100 Security Deposit required**</b>
_____ Non-profit facility use	<b>\$20 Rental Fee*</b> (Proof of non-profit status must be provided) <b>No Security Deposit required***</b>

Government agencies, sub-units, and other organizations relating to government may use the facilities at no charge.

Cancellations made more than 14 days prior to the scheduled use date will receive a full refund. Cancellations made 14 days or less prior to the scheduled use date will receive a refund of the rental fee less \$30. (TB Policy approved 06/19/2017)

TOTAL DUE \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid \_\_\_\_\_ Rec'd by \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

\*Reservations are made on a first come, first serve basis and are not secured until rental fee(s) is paid in full.

\*\*Security Deposit can be submitted by check or cash when picking up the key for facility access. Deposits are refundable if the facility use guidelines are followed and the rented facility is ready for the next user's event. If guidelines are not followed and cleaning services are required, the deposit will be used to pay for those services.

\*\*\*A deposit is not required of non-profit organization but the organization is responsible for following the use rules and requirements. If the rules are not followed and requirements not completed, the non-profit will be billed for all associated costs of clean-up, repair, replacement, etc.

**Please contact Holly Stevens, Clerk, at 920.836.2948 or 920.427.8330 at least 3 days before your event to make arrangements to get facility keys for access.**

DEPOSIT RETURNED: YES / NO DATE \_\_\_\_\_ BY \_\_\_\_\_

REASON FOR DEPOSIT FORFIETURE: \_\_\_\_\_