

# VILLAGE OF ELK MOUND VILLAGE PARK RENTAL INFORMATION

## ITEMS INCLUDED IN PARK RENTAL

Men's & Women's Restroom Facilities  
Pavilion with 15 Picnic Tables,  
Lights & Garbage Receptacles

### Kitchen Facilities:

Refrigerators (3)  
Stove  
Chest Coolers (2)  
Storage Bins for Beverages  
Large Counter  
4 Grills  
Electrical Outlets

### Services:

Garbage Disposal

Please understand you are renting the pavilion area only. As this is a public park, there may be other activity on the ball fields, volleyball courts, horseshoe pits, basketball courts and playground equipment. Please feel free to use these recreational areas as desired.

One week before your event, please contact the Public Works Department at 879-5805 to obtain a key for the kitchen area and instructions on equipment use. You can access the pavilion for setup after 9:00 a.m. on the day of the event.

After your event, please complete the following checklist:

1. Turn off all lights
2. Wipe down tables
3. Take down any decorations
4. Place any garbage in the appropriate receptacle
5. Lock kitchen service doors (leave serving counter doors up).
6. Return key to the Village Hall during business hours or deposit key in the utility drop box located outside the west entrance door (post office side).

Any proceeds from park rental fees will go park improvements and maintenance.

Should you have an emergency type of problem with the park facility, please call 715-379-3728.

## **PARK POLICIES**

1. Overnight camping is not permitted.
2. The park is closed to the public during the hours of 11:00 p.m. to 6:00 a.m.
3. Picnic tables stamped "Village of Elk Mound" are not to be removed from the park. The other picnic tables can be borrowed for a same or next day return.
4. Groups of 500 or more are required to file with the Village Clerk/Treasurer a Certificate of Insurance in the amount of \$50,000 and to have the Village named as additional insured.
5. It is the policy of the Elk Mound Village Board to allow league practice / games at regularly scheduled times when the pavilion is rented to the public. For a schedule of events, please see the Village Park event calendar located at the Village Hall.

**THANK YOU FOR YOUR COOPERATION!**