

## VILLAGE PLAZA RENTAL POLICIES AND PROCEDURES

1. The fee required to rent the Village Plaza is \$140/day for residents and \$160/day for non-residents. Non-profit groups or groups working with the Village to put on an event can submit a request to have their fee waived. There is also a \$200 security deposit required to protect against damages. The \$200 is mailed to the renter following the event after inspection of the Village Plaza is made by village staff.
2. A Little Chute resident/taxpayer is defined as persons living or owning property in the Village of Little Chute, and are therefore contributing to the tax base through which the department is subsidized.
3. The rental of the village plaza is meant for businesses and or community events.
4. Reservations for use of the Village Plaza must be made with the Park & Rec Dept. Current policy allows reservations to be made up to 1 year in advance, on a first-come, first-serve basis. The Village Plaza may be reserved year round. The renter of the Village Plaza must be at least 18 years old. Renter understands and accepts that they will be held fully responsible for any damage caused by anyone in or attending their event.
5. Gas grills are allowed. There must be some form of protective material such as a tarp underneath the grill to prevent grease from dripping and staining the concrete
6. **The established park hours are from 7:00am to 11:00pm**, per village ordinance 32-4(a).
7. Alcoholic beverages are **NOT** permitted on the Village Plaza.
8. All noise must be kept at a controlled situation. The use of loudspeakers or amplifying devices on the Plaza is prohibited unless a permit is obtained in advance from the Park & Rec Director, per village ordinance 30-27(g). Renter must submit letter to Park & Rec Director that contains the event date, type of event, type of device requesting permit for, and specific start/end times for device. Upon approval, the renter will be mailed/emailed an amplified device permit. *Note: No permit shall be issued before 9:00am or after 10:00pm unless special permission is granted by the village board.*
9. Individuals, groups and organizations are responsible for any set up, clean up, and orderly condition of the facility upon their departure. Renter agrees to have area cleaned up prior to the 11:00pm park closing time. Any damages to facilities deemed to be in excess of normal wear and tear will be charged to the individual signing the rental agreement form. Report any damages or repairs needed to Park & Rec Dept. Inadequate cleaning of facility shall result in renter being billed for any cleanup cost, per village ordinance 32-5(l). All garbage on the plaza will be required to be placed in the garbage cans behind village hall or carried out.
10. No tables or equipment are supplied with the rental of the Village Plaza.
11. A limited number of electrical outlets are supplied. Caution is advised when using electrical service. There are outlets by the pine tree and two outside the doors of Village Hall.
12. No person shall park any motor vehicle in any park in the village except in designated parking area, per village ordinance 32-1(c)(14). Do not drive or park cars on the plaza.
13. Decorations must be taped in place and must be removed after event. No staples, tacks, or nails are permitted.
14. Glass bottles/containers of any kind are prohibited on the plaza, per ordinance 32-1(c)(12).
15. The Village of Little Chute is not responsible for any articles left, lost, or stolen on the rented premises.
16. No person shall bring animals onto park property, with the exception of leashed dogs on roads, paved trails, and chipped or gravel paths. Dogs are not allowed on playgrounds, athletic fields, picnic areas, lawns, or in park shelters, per village ordinance 32-1(c)(20). This shall not apply to certified guide dogs that are under control by the use of a harness or other restraints.
17. There are no restrooms available on the Village Plaza.
18. Dependent upon the nature of the activity, rental groups may be required to submit a certificate of insurance naming the Village of Little Chute as additionally insured.
19. **Please notify the Park & Rec Dept if cancellation of this rental is necessary. A refund of the rental fee is only issued when notification is received at least 2 weeks (14 days) prior to the rental date, unless the plaza can be rebooked.**
20. If problems occur the day of your rental that require village parks staff assistance or assistance from the police dept., please call 788-7505 for non-emergencies. If an emergency situation occurs, please call 911.
21. Security deposit is refunded if park rules are followed, no damage to park grounds is noted after event. Village will mail check to renter approx. 3 weeks after rental date.
22. If the party wishes to utilize a portable restroom for an event they are hosting on the plaza they must have it approved by the Parks, Recreation, & Forestry Director.
23. Certain events on the plaza that require police presence, closing parking lots/roads, and other items may require a separate \$25 special events permit.
24. Liability insurance in the amount of \$ \_\_\_\_\_ may be required if a special event permit is required to be taken out or when the general public is being invited.
25. Specific policies/procedures can only be waived by the permission of the Parks, Recreation, & Forestry Director.