

**General Information**

Company/Organization Name (if any) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_  
 City of Gillett Resident?  Yes  No, I am a resident of: \_\_\_\_\_

**Facility Rental Information**

**Facility:**

- Zippel Park
- Honey Park
- Orby Jones Family Complex

**Rental Details:**

Will alcoholic beverages be served? No  Yes   
 Will alcoholic beverages be sold? No  Yes   
*If yes, a picnic license is required*  
 Will there be amplified sound of any kind? No  Yes   
 (Live Band, dj, stereo system, etc.)  
 If Yes, what type? \_\_\_\_\_  
  
 Will there be inflatables, tents or canopies? No  Yes   
 Will you be using a grill, fryer, or No  Yes   
 Other cooking utility?  
 If yes, what type? \_\_\_\_\_

Day and Date of Rental \_\_\_\_\_ Private Event  Open to Public   
 Event Time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
 Time You Wish Buildings to Be Unlocked: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
 Use Type:  Family Party  Wedding Reception  Meeting  Event  Other: \_\_\_\_\_  
 Maximum # of Participants Expected: \_\_\_\_\_

**Park Rental Fees**

**Category 1: Government agencies, non-profit organizations (proof of non-profit status required)**

**Category 2: City of Gillett Residents, Charitable groups within Gillett, Schools**

**Category 3: Non-residents of City of Gillett, For-profit businesses**

	Category 1	Category 2	Category 3
Zippel Park	\$50 Refundable Deposit	\$100 Fee (\$50 Refundable)	\$100 Rental Fee
Honey Park	\$50 Refundable Deposit	\$75 Fee (\$30 Refundable)	\$75 Rental Fee
Orby Jones Family Complex	\$50 Refundable Deposit	\$100 Fee (\$50 Refundable)	\$100 Rental Fee

**Fee must be received to hold reservation. Questions or changes, call City Hall at 920-855-2255.**

*Please Note - There will be a \$50.00 per hour cleaning charge for any park rental to any group IF the area has not been cleaned or left in quality condition.*

**Please return confirmation and fee to Gillett City Hall, 150 N McKenzie Ave, Gillett WI 54124**

**I have received a copy of the Park Reservation Policy and agree to the terms:**

Responsible Party Signature: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

- Garbage in Dumpster/Barrels
- All food removed
- Tables back in order
- Water Meter Read
- Supplies Used: \_\_\_\_\_
- Litter cleaned up in and around buildings
- Lights off
- Doors locked

**Security Deposit Returned: YES / NO\*** Approved By: \_\_\_\_\_ Date: \_\_\_\_\_