

VILLAGE OF WINNECONNE SHELTER KEY PICK-UP

- Park hours are 7am-11pm. Please leave the shelter clean and in ready-to-use condition. Remove all personal decorations, supplies, and/or equipment. Report any damages to the Village Office as soon as practical. If additional clean-up and/or repairs are required as a result of your use/event, the labor and materials will be charged to the Contact Person listed on this form.
- Turn off all lights and lock all doors at the end of your event.
- Key return is required within five (5) business days of your rental.
- Responsible Party/Contact Person will be charged additional rental fees if found using the facility before or after the scheduled date without permission.
- For additional information, please refer to the “Terms of Use” provided when making the initial reservation.

Please provide the following:

Name of the Responsible Party/Contact Person

Phone

Address

City, ST, Zip

Signature of Responsible Party/Contact Person

Date

**Village Hall open hours for Key Pick up: Monday, Wednesday & Friday 9:00am-1:00pm
Tuesday & Thursday 12:00pm-4:00pm**

\$100 Security Deposit Required when picking up key(s). Please select one of the following Security Deposit Payment options:

_____ CASH (In-person key return required)

_____ CHECK—RETURN Check (In-person key return required)

_____ CHECK—DESTROY Check (Use Village Drop Box for key return)

For Office Use Only

Key Pick-up:

Reservation Date: _____ Key # _____

Lake Winneconne: Shelter One-West Shelter Two-East (with Restrooms) Barn Gazebo

Waterfront Park: Pavilion

Marble Park: Large Shelter Small Shelter

Security Deposit: CASH CHECK # _____ Received by: _____

Key Return:

Key received at Municipal Office on: _____ Received by: _____

Shelter key returned: In-person Drop Box

Security Deposit returned to: _____