



**Village of Sister Bay**  
 2383 MAPLE DRIVE • SISTER BAY, WI 54234  
 PHONE: (920) 854-4118 • FAX: (920) 854-9637  
 E-MAIL: [INFO@SISTERBAYWI.GOV](mailto:INFO@SISTERBAYWI.GOV)  
 WEB SITE: WWW.SISTERBAYWI.GOV

THIS AREA FOR OFFICE USE ONLY	
Deposit	Use Fee
Security Deposit Paid Date:	Use Fee Amount:
Security Deposit Check No.:	Use Fee Paid Date:

## FACILITY USAGE APPLICATION

NAMES & MAILING ADDRESSES	FACILITY REQUESTED
Applicant (Organization)	Village Hall (Specify room)
Street Address	Fire Station (Specify room)
City - State - Zip/Code	Waterfront Park (Specify location)
Contact Person: Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.	Sports Complex (Specify building or facility)
Name:	Marina Park
Day Time Phone:	Other location (Specify building or facility)

DATE / TIME REQUESTED	PROPOSED ACTIVITY
<p align="center"><b>Date</b></p> From: ___/___/___ To: ___/___/___	Briefly describe your event:  <input type="checkbox"/> Check box if alcoholic beverages are involved. (See note on back.) <input type="checkbox"/> Check box if you are using a tent (See note on back.)
<p align="center"><b>Time</b></p> Start at: _____ End at: _____	

CERTIFICATE	
I, the undersigned, hereby apply for a Facility Use Permit, certify that all the information both above and attached is true, and correct to the best of my knowledge. I affirm that the usage will be consistent with the regulations established by the Village. I agree with the fee schedule and regulations shown on the other side of this application.	
Signature _____	Date _____
Daytime Contact Number (____) _____ - _____ Email Address _____	

AREA BELOW THIS LINE FOR OFFICE USE ONLY	
<b>PARKS COMMITTEE ACTION (IF REQUIRED)</b>	
Date of Decision _____	
Decision/Conditions _____	
_____	
_____	
Key # _____	Date Issued: _____ Date Returned: _____
<b>Approvals</b>	<b>Inspection</b>
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE

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## FACILITY USAGE REGULATIONS

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Rental hours begin at 7:00 A.M. and are to be concluded by 10:00 P.M.

**Please note:** All reservations will be made on a "first come, first serve" basis. A completed application and deposit must be provided to the Village at 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234 in order to hold a date. Deposits will normally be returned within 2 weeks of the conclusion of an event unless the building or property requires cleaning, in which case the deposit will be withheld. Keys, if issued, must also be returned before the security deposit is returned. Lost keys are subject to a replacement fee.

The Village reserves the right to cancel a reservation if the Village requires use of the facility, in which case the deposit and use fee will be refunded. In the event you need to cancel, please notify the office as soon as possible.

All signage to be displayed must comply with the Village's sign regulations. Please contact the office for a permit application.

Any individual/group utilizing a Village facility, building, or park ground is expected to leave it in as good a condition as it was found. The individual/group also agrees to be responsible for any damage caused to the facility, building or park grounds while they are utilizing it and will be billed for any damage and the associated costs of repair. **If you or a member of your group drives across the village grass with a vehicle, you will lose your deposit and be liable for the cost of repairs.** Any group or individual who does not follow these and other Village facility usage regulations may be prohibited from utilizing the facility, building or park grounds in the future.

Those wishing to erect a tent on park grounds must contact the Parks Facility Manager at 920-421-0273 to meet on-site and stake out the location of the tent in order to protect the sprinkler and electric system from damage. Any damage caused to the sprinkler or electric system from tent stakes will be billed at 100% of the total cost of repair. Tents **MUST** be placed within the boundary as marked.

Music in the parks may not exceed decibel levels as set by the Village of Sister Bay. A decibel meter may be available to verify that levels are acceptable. If you are found in violation of the village's decibel limit, you are required to adjust sound levels or stop the music immediately. No amplified music may be played after 9:00 P.M. or you will forfeit your security deposit.

If any event involves the distribution of alcohol, an appropriate permit must be obtained from the Village Clerk. **ALCOHOL SALES ARE NOT PERMITTED** unless you meet the criteria outlined in Wis. Stats. 125.26(6) and 125.51(10) and complete the application process.

I acknowledge that I have read the aforementioned regulations and agree to abide by these terms.

\_\_\_\_\_ signature \_\_\_\_\_ date