



City of Plymouth Parks & Youth Center Rental Agreement Form

Today's Date _____ Date of Rental _____

Park _____ Facility _____

Purpose of Rental _____

Approximate # of people attending _____ Time Rented From: _____ To: _____

If a business/corporation/non-profit organization event is over 50 people, you must fill out an Application for Public Event Form, furnish proof of insurance liability coverage, and pay a \$100 security deposit.

Name or Organization _____

Address _____ City _____

Home Phone # _____ Work Phone # _____

These facilities are rented on First Come – First Serve basis. You must pay the entire **non-refundable*** rental fee at the time this application is made to ensure the reservation of the facility. ***Refunds will only be considered for cancellations within one week of the application date. You must be 18 years of age to rent the City of Plymouth facilities.**

In entering this agreement, I will uphold the following City of Plymouth policies and ordinances. Any violations will be just cause for the denial of future reservations in the City of Plymouth parks or facilities:

1. If a decision is made not to use the facility, please call the City Clerk's Office, (920-893-1271) 24 hours in advance between 7:30 am and 4:30 pm Monday-Friday.
2. Any person, organization, or corporation reserving any park area or facility in the City of Plymouth shall agree to assume full responsibility for all damage to City property by any guest and shall make full payments therefore upon billing by the City Clerk.
3. Renters must pick up keys by the last business day before their scheduled event and are responsible for the specified security deposit listed below. All rental areas shall be left in clean condition, with refuse placed in containers provided for such purpose. All tables and benches shall be returned to the proper location. The security deposit will be refunded after 12:00 Noon on the next business day when keys to the rental facility are turned in to the Clerk's Office at City Hall and it is verified that the facility has been properly cleaned. Any clean up costs by the City will be billed at \$20.00 per hour and will be deducted from the security deposit.
4. All accidents, incidents, and misunderstandings must be referred to the City Clerk's Office within 48 hours.
5. Any misrepresentations of events at facilities rented by this agreement will terminate the rental agreement and will be just cause for the denial of future reservations in the City of Plymouth Parks or Facilities.

Fee Scale for the park facilities:

\$50.00 Security Deposit (50 people & under)
 \$100.00 Security Deposit (51 people & over)
 \$50.00 for City Residents
 \$100.00 for non-City Residents
 \$100.00 for City-based Organizations
 \$200.00 for non-City based Organizations

Fee Scale for the Youth Center:

\$50.00 Security Deposit
 Rental from 0-5 hours – \$60.00
 Rental over 5 hours – \$120.00

Youth Center must be vacated by 1:00 a.m.

All park facilities are closed between 10:00 p.m. and 6:00 a.m.

FOR PARK OR YOUTH CENTER CONCERNS AFTER NORMAL CITY HALL HOURS CONTACT POLICE 920-893-6541

Please pick up your key and pay \$ _____ security deposit at the Clerk's Office by:

Time: _____ Date: _____ Amount Paid: _____

Cash or Check #: _____

Receipt #: _____

Signature of Renter: _____ Staff Initials: _____