

**TOWN OF GIBRALTAR
PO BOX 850, FISH CREEK, WI 54212
PARK/FACILITY USE APPLICATION**

Name of Group/Individual _____ Date of Use _____

Check One: Sunset Beach Park Clark Park Fish Creek Beach Fish Creek Park
 Fire Station Meeting Room Town Hall

Arrival Time: _____

Departure Time: _____

Size of Group _____ Limit of 135 people in Town Hall

Person Making Reservation and Accepting Responsibility

Name _____

Address _____

Telephone Number(s) _____

Local Telephone _____ Number, _____ day _____ of _____ event _____

Signed

Date _____

\$200 DEPOSIT IS REQUIRED

Town Hall/ Park Fee Schedule:

\$ 25.00/8 hours Non-Profit Community Organization and local groups

\$ 75.00 Taxpayer

\$150.00 Non-Taxpayer

\$200.00 Deposit

Fire Station Fee Schedule:

\$ 25.00/8 hours Non Profit Community Organization and local groups

\$ 60.00 Resident

\$100.00 Non-Resident

STAGE/KITCHEN \$25 MORE.

If cancellation is received less than 15 days before the event, there will be a \$75 charge.

Funds are deposited upon receipt. No credit card payments.

All fees are on a per use basis. The Gibraltar Town Board reserves the right to Determine fee schedule status of any/all organizations/individuals.

We understand that any group using the Hall/Park will leave it in as good a condition as it was found. We further agree to be responsible for paying any extra cleaning/maintenance from our deposit that may be necessary after use of the Hall/Park by our group. **All clean up is our responsibility and the deposit is not the limit of our liability.** The Town Office will refund deposit upon approval. Any accidents or problems are to be reported immediately to the Town Office (920) 868-1714, or Travis Thyssen at (920) 421-3323. Future use of the Hall/Park may be prohibited to any group who does not observe the enclosed regulations.

Please contact the Town Office at 920-868-1714 to make arrangements for the pickup/return of the Town Hall Key.

No Personal Gain Events

Reserved use of Park does not preclude use of Park by the General Public.

**TOWN OF GIBRALTAR
TOWN HALL RULES
AUGUST 2024**

**LIMIT 135 PEOPLE
NO PERSONAL GAIN EVENTS**

The Town of Gibraltar for the safe and efficient use of the Town Hall adopts the following rules:

1. Decorations: Hooks are provided at the side window casements to attach decorations. Tape, nails, thumb tacks, etc., are not to be used on the walls, woodworks, or any light fixtures. You may use string to tie streamers to light fixtures. Remove all decorations before you leave the Hall. Bring a ladder if needed.
2. Window Shades: Please handle with care.
3. Furnishings: No chairs or tables are to be removed from the premises. Please wipe off tables and chairs and carefully put chairs in racks before you leave. If chairs are needed for outside use, there are 70 older chairs in the rear storage room. Contact the Gibraltar Town Office at 868-1714, for a key to the storage room. Tables may be used outside. Wipe top and bottom of the legs before storing in the Hall.
4. Kitchen: The water heater is in the room to the left of the stage. Turn it on if needed; turn off before leaving. No silver, china, coffee pots, trays, etc., are to be removed from the premises. Please wash, dry and put items in their proper places. Leave used dishtowels on the counter. Please do not leave any perishable items in the refrigerator. Bring your own garbage bags and leave in the kitchen. Separate aluminum cans, glass and plastic bottles; take them along for recycling.
5. Floor Care: Hall floor is specially treated. You will find a broom, dustpan and dry dust mop in the kitchen. **No soap, water, oils or waxes** of any kind can be used on the Hall floor. Kitchen floor may be wiped or mopped with water.
6. Please control children, especially around the stage lights and curtains.
7. Pick up all litter outside the building. Grills may be used OUTSIDE of the Town Hall and should be put away when cooled.
8. Thermostat: Set at 70 degrees when in the Hall and turn down to 60 when leaving the Hall. Ceiling fan switch is in the kitchen to the left of the outside door.
9. Lights: The switches are located near the front door, please turn on when entering and off when leaving.
10. Keys: The keys are to be picked up at the Gibraltar Town Office, 4097 Main Street, Fish Creek and are to be returned to the same location between 10 a.m. – 3 p.m. Make sure doors and windows are closed when you leave.

We hope you enjoy our Town Hall and appreciate your cooperation.
Gibraltar Town Board