

**BRODHEAD PARK & RECREATION DEPT.**  
**1111 W. 2<sup>ND</sup> AVE.**  
**BRODHEAD, WI 53520**  
**(608)897-2159**



**2024 PARK RESERVATION AGREEMENT**

\*\*\* THIS CONTRACT AND THE REQUIRED FEE MUST BE RETURNED WITHIN FIVE (5) BUSINESS DAYS OR YOUR RESERVATION WILL BE CANCELLED! \*\*\*  
CANCELLATIONS MADE LESS THAN TWO WEEKS PRIOR TO YOUR RESERVATION, WILL NOT BE REFUNDED! \*\*\*

GROUP NAME OR EVENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

PARK RESERVED:

\_\_\_\_\_ JAYCEE \_\_\_\_\_ LEGION \_\_\_\_\_ PUTNAM \_\_\_\_\_ VETERANS

DATE NEEDED: \_\_\_\_\_ TIME NEEDED: \_\_\_\_\_ to \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

\_\_\_\_\_ PRIVATE PARTY (reunion, graduation, etc.) \_\_\_\_\_ PUBLIC EVENT

IF THIS IS A PUBLIC EVENT, WOULD YOU LIKE TO ARRANGE FOR ANY OF THE FOLLOWING IN ADDITION TO THE STANDARD PARK PREP?

\_\_\_\_\_ EXTRA TOILET PAPER LEFT WITH EVENT CHAIRPERSON

\_\_\_\_\_ EXTRA GARBAGE BAGS LEFT WITH EVENT CHAIRPERSON

\_\_\_\_\_ OTHER (please specify) \_\_\_\_\_

I understand that this contract does not become valid until it is signed by both myself and the Brodhead Park Director; I agree to follow park rules (no dogs, no alcohol, no swimming in Race) and to be responsible for damage to property caused by my party. I understand that the Parks Department does not provide reservation signs; if I wish to place signs on the shelter, it is my responsibility. I further understand that the Brodhead Parks and Recreation Department and the City of Brodhead do not provide accident insurance for my event; I hereby release the aforementioned and their employees from any and all liability.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

\$50.00 Resident Fee Paid \_\_\_\_\_ \$75.00 Non-Resident Fee Paid \_\_\_\_\_ Contract Returned \_\_\_\_\_ On Calendar \_\_\_\_\_