

# Village of Belgium Located in Ozaukee County, Wisconsin, U.S.A.



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## Park Shelter/Village Hall, Regulations and Fee Schedule

**Reservations**-Any party wishing to use the Village Facilities, shall contact Sherri Erickson at 262-285-7931 to reserve the desired date and time. Reservations shall be granted on a first-come, first-served base, although local civic organizations shall have priority.

The Village of Belgium shall have the authority to cancel any scheduled event at any time when, in its judgment, such use would be detrimental to the shelter, Village Hall, refreshment stand, and/or park.

**Fees**-The following fee schedule will apply except for local non-profit organizations.

- A) **Shelter Rent**-Any party using the Shelter shall pay in advance a fee of \$100.00 per day for gatherings up to 150 people or \$150.00 per day for gatherings of more than 150 people. All company picnics will be \$150.00
- B) **Refreshment Stand Rent**-A party using the Refreshment Stand shall pay in advance a fee of \$75.00 per day.
- C) **Security Deposit**- The following security deposits apply and will be paid in advance:
  - 1. \$100.00 for the Shelter
  - 2. \$250.00 for the Refreshment Stand

These deposits will be applied toward any damages occurring to the Village Facilities, while being used by the party renting them, and toward the wages of the Village employees for the time spent in clean-up or repair after an event.

**Insurance**-A renting party using the Village Facilities for a *private* event may be asked to provide proof of general liability/homeowner's insurance. Said policy shall be kept in force for the duration of the use of the Village Facilities as indicated in the User Agreement and shall be attached to the User Agreement as an amendment if requested by the Village. Failure to secure and keep in force such liability insurance during the duration of the use of the Village Facilities shall make the User Agreement null and void.

A renting party using the Village Facilities for a *public* event shall provide a comprehensive general liability policy naming the Village of Belgium as an additional insured, including contractual liability insurance, property damage and personal injury. The renting party shall provide the Village with a certificate of insurance listing all required coverage at least 14 days prior to the use of the Village Facilities. The policy shall state that the insurance will be effective during the event dates, and that the Village Clerk will receive notice from said insurance company if the policy is canceled prior to or during these dates. Insurance coverage shall have minimum liability limit of \$1,000,000

aggregate and \$1,000,000 per occurrence, but the Village reserves the right to designate the appropriate level of insurance and, if substantial risk is present, may require additional levels of coverage.

**User Agreement/Payment of Fees-**All parties, except local non-profit organizations, shall sign a Use Agreement prior to using the shelter, the refreshment stand or any other Village Facilities, and all fees and deposits shall be made payable to the Village of Belgium and be paid no later than 14 days prior to the scheduled event.

**Return of Fees and Deposits-**If an event is cancelled due to weather, the Village of Belgium shall return the entire rental fee and security deposit. If an event is cancelled for any other reason, all rental fees will be forfeited, but the security deposit will be returned as provided herein. Within 48 hours after the completion of an event, an employee of the Village of Belgium will inspect the Village Facilities and surrounding areas. If it is determined that no damage occurred and that the area was cleaned satisfactorily, the entire security deposit shall be refunded by the Village of Belgium within 20 days after completion of the event. If it is determined that damage did occur or that the clean-up was inadequate, the Village of Belgium shall notify the party in writing of this fact, itemizing the expenses involved, and refund only the balance of the security deposit after deduction for such expenses. If the security deposit is not sufficient to cover all damage and clean-up, the party using the Village Facilities shall be liable for all additional expenses incurred.

#### **Use Rules**

- A) A party using the Shelter and/or Refreshment Stand shall clean the Village Facilities and surrounding park area after each day of use, restoring such areas to the condition they were in before the event. If additional clean-up is required, the cost of such work by the Village of Belgium employees shall be charged to the party using the Village Facilities.
- B) Any damage or vandalism done to the Village Facilities shall be repaired by the Village of Belgium and all costs of such repairs shall be billed to the party using the Village Facilities, or an identified responsible party.

**Intoxicants and Beverages-**A party intending to sell intoxicants at an event shall comply with all licensing requirements of the State of Wisconsin and the Village of Belgium.

**Non-Compliance with Rules and Regulations-**Any party, group or person who knowingly refuses to comply with the foregoing Rules and Regulations, or who knowingly permits conditions to exist which are detrimental to the Village Facilities and/or surround area, shall forfeit its right to future use of said facilities.