

DECORATING

Decorating is permitted upon approval of the Park and Recreation Commission. All decorations must conform to State and Municipal Fire Codes (Chapter 51.07 Department of Industry, Labor and Human Relations, Pgs. 59-60, WI Adm. Code).

Remember: Absolutely no nails or tacks.
*Candles must be in self-contained glass holders. No exposed flames.

INSURANCE

If in the opinion of the Park and Recreation Commission, the activity requested implies any form of hazard, risk or liability, the permit tee shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the City of Mayville. Such insurance must name the City of Mayville as "Additional Insured" and shall specify that the Park and Recreation Commission shall receive ten (10) days prior notice in writing in the event of cancellation of the policy.

LOCATION OF LIGHTS/SWITCHES

Downstairs gathering area lights are located inside north entrance door on the wall just to the right as you enter. Bar lights are located in utility closet between stairway door and south exit door. There is a padlock on this door. Bathroom lights are located in the furnace room on the left side (furnace room is the metal door located between the two restrooms in the hallway). Kitchen lights are located on the wall in the kitchen. Main service panel is located in the kitchen which services only the downstairs.

Upstairs main electrical service panel is located in the coat room upstairs. All switches are marked.

BUILDING FEATURES

***LOWER PAVILION (Cap 233/Meal 150)**

1. Freezer
2. 2 Refrigerators
3. Beer Dispensers - 2 Taps (Miller & Bud)
4. Television
5. Stereo
6. Stove/Oven
7. Ice Machine
8. Dishwasher

***UPPER PAVILION (Cap 466/Meal 320) 100x40 Sq Ft**

1. Beer Dispensers - 2 Taps (Miller & Bud)
2. Walk-in Cooler
3. Refrigerator
4. Stereo Receiver
5. P.A. System

TABLES AVAILABLE

40 Round Tables~60in~Seats 6/7 per table
20 Long Tables~3'x8'

TELEPHONES

Located downstairs behind the bar and upstairs behind the bar. The telephone number is 387-7912.

**Note: To make a local call, dial 9 then the number you want to call.

Emergency, dial 9-911.

PLEASE obey and respect the rules that have been drawn up. They are designed to ensure that not only you can enjoy these facilities, but others who will rent in the future will also. We at the Park and Recreation Department hope your function is an enjoyable one and that our facilities meet your needs. Thank you!

RENTAL

INFORMATION

MAYVILLE

PARK PAVILION

475 PARK STREET
MAYVILLE WI 53050
920-387-7912

For Reservations Call:
920-387-7988



Website: www.mayvillecity.com

PARK PAVILION CHARGES

<u>Rental:</u>	<u>Resident</u>	<u>Non-Resident</u>
Lower Pavilion.....	\$175.00	\$200.00
Upper Pavilion....	\$175.00	\$200.00
Whole Pavilion....	\$350.00	\$400.00

*Resident is defined as those living in the City limits of Mayville.

DEPOSITS

A deposit fee will be charged to all groups renting buildings or reserving areas within the parks per the following schedule:

Groups under 50 people.....	\$25.00
Groups under 100 people.....	\$50.00
Groups over 100 people.....	\$100.00

Building deposits will be returned in full or in part depending on the condition of the buildings. If it takes the department personnel longer than two (2) hrs to clean the building as a result of your function, your security deposit check will be deducted at a rate of \$20.00 per/hr. We ask that you leave the building the way you found it. Damage to facilities and/or furnishings will result in a reduction of deposit amount. Decisions on damage and the return of your deposit are made by the Park Department Personnel.

Note: Absolutely no nails or tacks are allowed on the walls of the building. Any nail or tack holes will result in the deduction of \$1.00 per hole from your security deposit. Please treat our building like you would your home.

GENERAL INFORMATION

The City of Mayville, or any of its officers, agencies or employees, will not be responsible for injuries, or loss of or damage to personal property occurring as a result of your activity being conducted on City property. Violation of any segment of this policy and/or City Codes will be just cause for the denial of future reservation of park facilities and the forfeiture of deposits made. Rowdy behavior or disturbances to residential neighborhoods adjacent to the park facility will be just cause for immediate cancellation of the activity by the Mayville Police Department (one warning will be given to the organization before cancellation).

RESERVATION OF FACILITIES

For facility reservation information, please call the TAG Center at 920-387-7988 from 6:00am-6:00pm, Monday thru Friday. Reservations can be made anytime in advance with a minimum 48 hours advance notice. Reservations are confirmed only when payment is made and a signed agreement is on file at the TAG Center. If a reservation is cancelled, the refund is not returned until the facility is rented to another party on the cancelled date.

PUBLIC DANCES

At all public dances, deputies may be required in attendance and must be approved by the Chief of Police at least one week before the dance is held.

NO SMOKING POLICY

Smoking is NOT allowed in the upstairs portion of the building. Smoking IS allowed in the lower part of the building. Please obey these rules.

CLEANING

All cleaning is to be done immediately after the conclusion of an event. Maintenance personnel report for work at 7:00am the following day and that is when the building is inspected for your deposit refund. Exceptions are made if there is not an event the next day and the department is notified prior to the event. All garbage must be bagged and placed by the door. Any decorations must be taken down completely which includes all tape on the walls.

HOURS OF USE

Activities must be over by 1:00am and clean up must be completed by 2:00am with the parking lot cleared by 2:30am.

KEYS, LOCKS AND LIGHTS

The rentee is responsible for all keys in his/her possession. Keys may not be used by unauthorized personnel.

REFRESHMENTS

If any type of refreshments are to be sold, the appropriate City Licenses and Permits must be secured, with copies attached to the signed facility rental agreement. Title 5 (Mayville Municipal Code). At all functions where minors are in the building, beer can only be sold and consumed downstairs. If the function excludes minors, then beer can be sold either upstairs or downstairs.