

TOWN OF SEYMOUR  
6500 TOWER DRIVE  
EAU CLAIRE, WISCONSIN 54703  
715.834.4999 OFFICE; Mon-Fri 9am-1pm  
www.townofseymour.org

**PARKING LOT RENTAL CONTRACT  
FOR SPECIAL EVENTS**

Renter's Receipt

Deposit Pd: \_\_\_\_\_

Rent Pd: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Due: \_\_\_\_\_

Initials : \_\_\_\_\_

**RENTAL FEES:**

- \$300.00 / 3 days starting Friday and ending Sunday
- The parking lot will be rented to corporate sponsored events or other large groups.

**DEPOSIT:**

- \$150.00 - Required upon signing the contract. Deposits will be refunded when the terms of this contract are fulfilled.
- Deposit may be forfeited in part or total for any property damage or failure to comply with the cleanup terms of this contract.

**CANCELLATIONS:**

- 100% forfeited for less than 2 weeks notice of rental date. 50% will be forfeited for all other cancellations.

**KEY PICK UP:**

- Pick up key during office hours – Mon-Fri 9:00am-1:00pm

**PARKING:**

- Park only in the parking lot. No vehicles allowed past the gates, other than for set up/clean up and/or handicapped access. Do Not Park in the grass anywhere on the property.

**PORTA-POTTIES:**

- Are to be furnished at YOUR COST. Group size and duration of event will determine if porta potties are necessary.

**INSURANCE:**

- Needs to be provided for any items other than what is provided by the park. Example, water slides, bouncy houses, etc.

**SALES OF ALCOHOLIC BEVERAGES & RAFFLES:**

- Sales are prohibited unless proper license is acquired.

**CLEANING REQUIREMENTS**

After using the parking lot, the general appearance should be the same as prior to rental. Cleanup operations are to be completed every day. If cleaning is not completed as specified in the contract, it will be done by a town employee and an amount will be deducted from the deposit. Any amount over the deposit for cleanup or damages will be billed to the renter.

**THINGS TO BE DONE BEFORE AND AFTER EVENT:**

- Place recyclables in proper container
- Bag and tie all garbage and place in dumpster next to the hall
- Pick up area (grounds & complete parking lot)
- Clean bathrooms and lock the doors
- Key may be left in the "After Hours drop box" located in the door on the east side of the office door.

**In Case of Damage / Electrical Malfunction etc. Contact: Jessica Janssen 715.577.3840, Sheila Running 715.832.9686, or Ken Schick 715.832.0017 or 715.271.9035**

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**PLEASE FILL IN THE BOTTOM PORTION AND RETURN WITH DEPOSIT**

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**I have read the contract for renting the Seymour Town Parking Lot Agreement and will abide by all rules set forth in the contract.**

RENTERS SIGNATURE \_\_\_\_\_

RENTERS PRINTED NAME \_\_\_\_\_

RENTERS ADDRESS \_\_\_\_\_

PARKING LOT RENTAL DATE \_\_\_\_\_

ESTIMATED NUMBER OF VEHICLES \_\_\_\_\_

RETURN DEPOSIT TO: \_\_\_\_\_

**OFFICE USE ONLY**

Deposit Pd - \$150 \_\_\_\_\_ Date \_\_\_\_\_ Supervisor's Comments

Rent Paid - \$300 \_\_\_\_\_ Date \_\_\_\_\_

Website Complete \_\_\_\_\_

Calendars Complete \_\_\_\_\_

Clean Up/Damages \_\_\_\_\_

Initials \_\_\_\_\_

Deposit Returned Amount \$ \_\_\_\_\_

**IN CASE OF DAMAGE OR OTHER PROBLEMS CONTACT THE NUMBERS BELOW:**

Jessica Janssen, Chair 715.577.3840    Ken Schick, Supervisor 715.832.0017    Sheila Running, Supervisor 715.832.9686