



Thank you for considering the RecPlex/Prairie Springs Park for your upcoming event!

If you have made a reservation, I have enclosed 2 copies of your agreement as well as a copy of our rules and regulations. Please review, sign both pages and return via mail or fax. Please note payment dates; payments may be made by mailing in, stopping at the front desk or calling the front desk with a credit card. If payments are not made on time the reservation will cancel.

Refundable security payments must be kept on file with either a check or credit card number. Refundable security payments will be processed/cashed one month prior to your rental date. **Liquor permits** are available for \$25 based on approval. There is a **refundable security payment** to hold a liquor permit and that fee is \$250.00 which is processed and reimbursed after the event as long as all is in order. Liquor permits cover **only rented areas** as noted on your reservation and for the amount of time on your reservation. Guests may apply for liquor permits in the following areas; Lakeview Studio, the Beach Pavilion, Ball Field Pavilion and Picnic sites. **Refundable monies** will be reimbursed after your event if the facility checklist has been signed by our staff and you the renter, and if all is in order. Refundable deposits may take up to 4 weeks if paid by check or cash; credit card payments will go back on the credit card normally within 2 weeks.

Rental times include set up and clean up time. Our staff will have the tables and chairs as agreed on ready for you at the start of your reservation. The Beach Pavilion is set up as noted below. You will be let in your room/building approx. **5-10 minutes** prior to the start of your reservation time. If you needed additional time to decorate or for deliveries etc. you would need to add to your rental time. **Any items being delivered** need to be delivered during your rented time and the renter would need to have someone on site to accept the delivery. Caterers are welcome.

Lakeview Studio rentals include table and chair set up for up to 100 guests. Room set up for 100-150 guests is available for an additional set up fee of \$50.00. Groups of 150-200 would need to rent the extra tables and chairs from an outside company and those would need to be set up and removed during the rented time frame. The sound system including one wireless microphone is \$50.00. There is a permanent screen in the room. No fog machines or confetti. **"After hours" groups** in Lakeview Studio are subject to an after hours staffing fee. **Clean up** includes tables being wiped down, using provided trash receptacles and taking everything you brought in back out with you. 3 hour minimum.

The Beach Pavilion includes 9- 5 foot round tables; 3 - 8 foot rectangular tables and 72 chairs. The kitchen is an additional fee and is available off season only. No fog machines or confetti. You may wish to bring extension cords. There is a wood burning fireplace, please bring wood if you like. Beach pavilion bathrooms are shared with the public. **Clean up** includes wiping all tables and chairs, making sure you take all items out with you that you brought in, sweeping the floor and using provided trash receptacles. Kitchen clean up includes wiping counters, sinks, stove top and floor. **If you leave the pavilion** prior to your end time and staff has not yet arrived for the checkout procedure please call the front desk at 262-947-0437 or the contact person as noted on your reservation form for assistance. 3 hour minimum.

The Ball Field Pavilion is an open aired shelter with 10-12 picnic tables. The Ball Field Pavilion is located near 2 large ball diamonds, 2 sand volleyball courts and the largest playground. There is electricity in the shelter. Bathrooms are shared. Ball Fields and Sand Volleyball may be rented to guarantee use. Clean up includes wiping tables, taking all brought in items back out with you and making sure all garbage is in proper receptacles. 3 hour minimum.

Picnic site rentals at Prairie Springs Park allow guests to set up such items as pop up shelters or bring /rent a grill. Electricity, if needed, is available for \$25 per day. 8 picnic tables per site are included. Tents are rented through the Village and include the tent permit fee, set up and tear down. Moon walk rental is also available. Extra picnic tables are \$5.00 per table and based on availability. 3 hour minimum unless special circumstances.

No room/building or site rentals include beach access or use of RecPlex facilities. Special packages may be arranged to include various amenities.

Cancellations or Rescheduling Guests cancelling or rescheduling within 30 days of their reserved date will be subject to a fee no less than ½ of the total rental fees. Guests cancelling or rescheduling 31-90 days prior to their reserved date are subject to a fee no less than \$50.00. No refunds due to inclement weather.