



If you have made a reservation, I have enclosed a copy of your agreement as well as general information. Please review, sign 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. Beach Passes and/or RecPlex amenities are not included with park or room rentals. Please remove all temporary signs or decorations upon leaving the facility and/or area. Items not removed will incur clean up fees. All rentals are a minimum of 3 hours.

**Refundable security payments** must be paid with either cash or a credit card. **Liquor permits** are available for \$50 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 of 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 5 weeks if paid by cash; credit card payments will go back on the credit card normally within 2 weeks.

**Rental time includes 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 always 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. **No fog machines or confetti in any location. Fog/smoke machines will trigger our smoke detectors resulting in our Fire Department being dispatched to the scene. The renter will be responsible for the Fire Dept. fees associated with this action.**

**Lakeview Studio** rentals include seating for up to 100 guests. Room set up for 101-150 guests is available for a \$75.00 set up fee. Groups of 150-200 would need to rent the extra seating from an outside company and that 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. **"After hours" groups** in Lakeview Studio are subject to an afterhours staffing fee. **Clean up** includes using the provided trash receptacles and taking everything you brought in back out with you. This needs to be done within your rental time frame. **10 minute** drop off and clean up parking only behind Lakeview Studio. **No parking** behind Lakeview during your rental time. That is an emergency access point and cars will be ticketed.

**The Beach Pavilion** includes 9- 5 foot round tables; 3 - 8 foot rectangular tables and 72-85 chairs. The kitchen is an additional fee and is available off season only. You may wish to bring extension cords. The building is heated and air-conditioned but the temperature setting cannot be manually adjusted. 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. High season rentals there is a fridge in the main room. Off season the kitchen for the stove, fridge and microwave is an additional fee. Kitchen clean up includes wiping counters, sinks, stove top and floor. This needs to be done within your rental time frame. **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.

**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 and a large playground. There is electricity in the shelter. Bathrooms are shared. Ball Fields 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.

**Site # 2 open aired shelter.** Includes 8 picnic tables and a great view of Lake Andrea.

**Picnic site # 5** has a campfire ring and benches. Wood is not provided.

**Picnic site rentals** at Prairie Springs Park allow guests to set up such items as pop up shelters or bring /rent a grill. Electricity is available for \$25 per day. There are approx. 8 picnic tables per site. Tents are rented through the Village and include set up and tear down. Moon walk rental is also available. Extra picnic tables are \$8.00 per table and based on availability. If bringing in a tent or moon walk from an outside company there is a \$35 permit fee.

**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. No refunds due to unused time. High season rentals that cancel or rebook may lose the deposit.**

Village of Pleasant Prairie-Lakeview RecPlex and Prairie Springs Park  
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