

Clayton Park Use Application

Town of Clayton Town Hall

8348 Hickory Ave
Larsen, WI 54947
Phone: 920-836-2007
Email: clerk@claytonwinnebago.wi.gov
Website: <https://www.townofclayton.net/>



Facility Rental Date: _____ Approximate Time of Use: _____

Name: _____ Phone: _____

Address: _____

Email: _____ Purpose/Type of Event/Use: _____

Signature

Date

Rental Fee: See Fee Schedule* (Required to guarantee reservation)

Make Checks payable & submit to: **Town of Clayton**

*Rental Fee is non-refundable if canceled less than 30 days of date of event.

Disclaimer

- (1) If rules are not followed and facility is not left in "ready to use" condition, facility renters will be billed for the damages and cleaning fees.
- (2) The facility renter is responsible for any physical damage to the buildings, grounds, and other Town property. Repair and/or replacement cost will be determined and approved by the Town Board, and the facility renter will be responsible for paying the full cost immediately upon completion of the repair/replacement.

Key Return

Access key may be left in the secure drop-box located by the front door of the Town of Clayton Town Hall (address listed above) OR returned during regular office hours: Monday-Thursday 8AM-4PM & Friday 8AM-1PM. Please return the key within 48 hours of rental.

NOTICE: Renters may not do the following without prior Town Board Approval(s):

- (1) Establish temporary structures such as tents, covers, or portable restrooms
- (2) Establish any carnival rides, whether miniature or otherwise, or conduct any business for entertainment, and/or
- (3) Possess or operate any sound amplification equipment.

OFFICE USE ONLY

Rental: \$ _____ Check #: _____ Date Paid: _____ Received By: _____

Key #: _____