



MANITOWOC MINI GOLF FACILITY RENTAL APPLICATION AND AGREEMENT

Are you looking for a fun space for a family reunion, company party or special event? The Mini Golf Course is the place to be!

Date of Event: _____ / _____ / _____
Month / Date / Year

Event Start Time: _____ AM/PM

Event End Time: _____ AM/PM

Expected # of People Attending: _____

Title of Event: _____

Purpose of Event: _____

Primary Event Contact: _____

Address: _____

Primary Number: _____

Email Address: _____

[] Organization Name: _____

[] Yes [] No: Is the spons _____

Secondary Event Contact: _____

Address: _____

Primary Number: _____

Email Address: _____

SAMPLE
Please contact Michelle at 920-686-3064 or
mmichels@manitowoc.org to schedule a date and
time.
Rentals during non-business hours are contingent
on the rec division obtaining staff.

Available Rental during non-business hours:

[] \$150.00/ 2 hour rental
+ applicable tax

Facility Rental during normal business hours:
For exclusive use of the entire mini golf facility during normal business hours. 30 days notice and prepayment of the \$300.00 rental fee is required.

[] \$300 / 2hr rental
+ applicable tax

Business Hours:

Spring
(May 20-21; May 27-29): 10:00 am – 7:00 pm
(May 30-June 9): Weekdays 4:00 pm – 7:00 pm
Weekends 10:00 am – 7:00 pm

Summer
(June 10-August 20) Daily 10:00 am – 8:00 pm

Fall
(August 21-October 8) Weekends only: 10:00 am – 7:00 pm

Please read each of the following sections thoroughly. By initialing below, the applicant agrees to the following terms and conditions. Incomplete applications will not be considered.

1. RENTAL:

- a) The rental of the Manitowoc Mini Golf Park includes the full use of all amenities available and operable at the facility on the date of the rental, including the cost of attendants, clubs, balls, and the course itself. Anyone wishing to use the facility during normal business hours before or after the rental timeframe is subject to regular admission fees and restrictions. Concessions will be available for purchase during summer hours (limited to ready-made/prepackaged food items). _____ *(initial)*
- b) Applicant and all attendees to the event shall abide by ALL the rules of the Mini Golf Park. _____ *(initial)*
- c) The City, its employees, officials or agents shall not be liable for any injuries, death or property damage arising out of the use by the Applicant or the attendees of the rented facilities and equipment. _____ *(initial)*

2. PAYMENT: All rental costs shall be paid in full at the time of application, unless another time is agreed to by the City. Applications without full payment will not be processed and rental will not be guaranteed. Payments may be made by cash, check, money order, cashier's check or credit card. _____ *(initial)*

3. INSURANCE: The City reserves the right to require a Certificate of Insurance evidencing coverage with sufficient limits and listing the City as an additional insured for events held at the Manitowoc Family Aquatic Center. When required, insurance shall be from a company authorized to do business in the State of Wisconsin. Said Certificates shall be submitted to the City Clerk no less than 5 calendar days prior to the event. _____ *(initial)*

4. PURPOSE AND CAPACITY LIMITATIONS: The Applicant and attendees agree to use the premises for the above titled event and for no other purpose. Applicant may not charge or collect an admission fee, donation, contribution or other participation fee from attendees for access to the facility unless prior approval has been secured in writing from the Public Infrastructure Committee of the City of Manitowoc. _____ *(initial)*

5. RENTAL BOOKING PERIOD AND FEES: Facility and equipment rental booking must be made at least 14 calendar days in advance of the rental date or 30 days in advance for exclusive facility use during normal business hours, unless agreed to otherwise. Bookings shall not be made more than 1 year in advance. Entry of attendees prior to the schedule booking time is not permitted. _____ *(initial)*

6. CANCELLATION/REFUNDS/RESCHEDULING: The following shall apply:

1. Applicants may cancel a reservation up to 14 days before the scheduled event for a full refund. Cancellations received less than 14 days before the scheduled event are subject to a \$50.00 cancellation fee. The balance of money submitted will be refunded.
2. The City of Manitowoc reserves the right to cancel any event for any reason. If you event is cancelled by the City, you will be given an opportunity to reschedule or to receive a full refund.
3. Applicants may reschedule their event for another date within the same season at no extra cost if the event was cancelled at least 24 hours prior to the scheduled event, due to an inclement weather forecast. If Applicant proceeds with an event and inclement weather causes the facility to close, no refunds will be given. Facility staff will contract Primary Event Contact as soon as possible to notify of closure. _____ *(initial)*

7. CARRY INS, SMOKING and ALCOHOL LIMITATIONS: Smoking is prohibited in all City owned facilities. Alcoholic beverages may not be served or consumed on the premises during the rental period. There shall be no carry- ins at the Aquatic Center, with the exception of a celebration cake and water. _____ *(initial)*

8. LOST & FOUND ARTICLES: The City of Manitowoc shall not be responsible for personal belongings left, lost or stolen on the rental premises. _____ *(initial)*

9. VIOLATIONS OF CONDITIONS OF USE: Violations of any of the terms or conditions of this Application shall result in a forfeiture of all amounts paid and Applicant may be further subject to damages, costs, and penalty fees. All costs and fees shall be cumulative. Applicant and attendees are subject to federal, state and local laws while on City property. Violations of law may subject persons to civil or criminal penalties. _____ *(initial)*

6/21/2023

LEGAL NOTICE:

I have read and understand the above. I further understand that the facility will not be reserved unless and until full, timely payment of all fees is made. I understand that all organizers and attendees must comply with all applicable City ordinances, Wisconsin and federal laws, the rules of the Aquatic Center and the Manitowoc Parks and Recreation Department. I further understand that an incomplete application, including non-payment, may be cause for the denial of the rental.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damages, personal injury, death or claims of any kind arising out of or occurring during this event. It is further agreed that personal property of any kind brought onto the premises is done at the sole risk of the undersigned, and their individual attendees. The City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury or death to any persons on the premises. The undersigned shall be responsible for any damage caused to the rental facility or equipment by mischief or negligence of attendees or Applicant. By signing, I acknowledge that I have authority to bind the sponsoring organization or as an individual Applicant, I assume liability during the event. I acknowledge that I agree to be bound by all requirements as stated in this application.

The Applicant states s/he will use the rented premises hereunder for the stated event and no other event. In the case that an event, other than the one stated is held, the City reserves the right to cancel or close the event at its sole discretion, and Applicant shall forfeit any deposit or amounts paid for said event.

Signature of Primary

Applicant: _____ Date: _____

Print Name: _____

Signature of Secondary

Applicant (if applicable) _____ Date _____

Print Name: _____

ADMINISTRATION OFFICE USE ONLY	
Amount due at time of reservation request	\$
Rental <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Staff Initials: _____	Date: _____
If denied, state reason: _____	
Payer Name: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC Date Paid: _____	
Refund Amount Staff Initials: _____	Date: _____
Reason for refund: _____	
Special Requests	