



**County of Door
FACILITIES & PARKS DEPARTMENT**

421 Nebraska St
Sturgeon Bay, WI 54235



(920) 746-9959

dcparks@co.door.wi.us

<http://map.co.door.wi.us/parks>

DOOR COUNTY FACILITIES & PARKS RESERVATION APPLICATION

Park Name: _____ (hereinafter referred to as facility")

Date Desired: _____ Time Desired: From _____ To _____

Proposed Activity: _____

Name of Applicant: _____ Phone No: _____

Address: _____ Email: _____

Applicant must furnish a Certificate of Insurance in the amount of \$1,000,000.00 with the County as the additional insured.

Applicant accepts facility in "as is" condition, and acknowledges the Door County does not warrant or represent that facility is fit for any particular purposes.

Applicant shall indemnify and hold harmless Door County from and against any and all loss, damage, claim, liability or expense by reason of any damage or injury to property or person which may arise out of, result from, or in any manner connected with Applicant's use of the facility.

Door County Facilities & Parks reserves the right to cancel because of conditions beyond Door County Facilities & Parks control.

Applicant shall observe and comply with all applicable federal, state or local laws, ordinances, rules, regulations or policies now in effect of hereafter promulgated.

Applicant is required to be present at and throughout the activity.

Submitted and agreed this day of _____, 20 _____

Signature

Area Below Line to be Completed by Facilities & Parks Dept.

Approved/Disapproved this _____ day of _____, 20 _____

Print Name:

Print Title: _____ Door County Facilities & Parks



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POLICY FOR PRIVATE FUNCTIONS IN COUNTY PARKS

- All Reservations are taken on a first-come/first-served basis and are **Nonrefundable**. All fees are subject to change.
- County Parks can not and will not be closed for use by the public at large. However, those registering with the County Parks Office have first priority for private functions within County shelters.
- County shall endeavor to give priority in County Park usage to persons who complete, execute, and submit to Door County Parks Department a "Reservation Application Form" if said Application is approved by the Parks Department.
- A Certificate of Insurance in the amount of \$1,000,000.00 with the County as the additional insured is required. A waiver to this requirement may be requested in writing through the Door County Corporation Counsel prior to your reservation application being confirmed; insurance must be received a minimum two weeks prior to the event date or the reservation and deposit will be forfeit.
- The County Parks normal closing hours are 11:00 p.m.
- Persons using a County Park will be responsible for the park being in a clean orderly state after their use. Minimal garbage generated may be put in County receptacles. Excess garbage beyond capacity of County receptacles must be removed from County premises. For groups over 100 people we recommend you rent a garbage hopper.
- No glass containers allowed in parks. Cans and plastic containers only. Kegs allowed by permit only.
- If keys are required to use facilities there will be a \$35.00 charge per key for any key not returned.
- No County Park property may be moved or altered without the prior knowledge and prior consent of the Door County Parks Department. Any picnic tables moved must be returned to their proper location.
- No structure (e.g., tent, fence, etc.) may be erected within, nor equipment (e.g., table(s), chair(s), audio or audiovisual equipment, etc.) brought into, a County Park without the prior knowledge and prior consent of the Door County Parks Department. Structures and equipment must be removed on the same day.
- Any special requests will be charged on a time and material basis.
- Persons using a County Park shall comply with all applicable federal, state and local laws, rules, regulations and policies.
- Door County does not warrant that any County Park is fit for any purpose and shall not be responsible in case of damage or injury to property or person which may arise out of, result from, or be in any manner connected with use of a County Park.
- Door County Parks reserves the right to cancel because of conditions beyond Door County Parks control.

Acknowledge receipt this _____ day of _____, 20 _____

Signature

Print Name: _____ Phone No: _____

Address: _____ City: _____ State: _____ Zip: _____